ROXBURY COMMUNITY COLLEGE

CATALOG
2019 - 2021

102220s

Vision

Roxbury Community College empowers the community through education that matters.

Mission Statement

Roxbury Community College (RCC) provides a nurturing environment, where all community members are welcome, regardless of past education. We transform lives through excellence and innovation, preparing our learners for active citizenry and success in a changing world.

Strategic Initiatives

- Engage the community as its home for civic, cultural and innovative thought;
- Prepare the next generation of diverse leaders to meet immediate and evolving needs of the local and global economy;
- Establish standards of excellence for all college operations;
- Deliver high quality supportive services and programs to students.

Institutional Proficiencies for RCC Graduates

When students graduate from RCC, they will be able to demonstrate:

- A broad base of knowledge in the mathematical methods and technology, history, culture, humanities, natural and social sciences;
- Logical and analytical thinking skills which will enable students to pursue life-long learning;
- Effective communication in academic and professional settings;
- Mastery of basic computer skills for professional and personal use;
- An awareness of issues that arise within a multicultural context;
- Time management skills that address multi-phase projects;
- Strategies for balancing career, educational, and personal goals; and
- Standards of integrity and personal responsibility in professional and social environments.

PRESIDENT'S WELCOME MESSAGE

On behalf of our students, faculty, and staff, welcome to Roxbury Community College. Roxbury Community College is a dynamic academic institution engaged in preparing students for the educational and workforce opportunities of the 21st century. We offer a vibrant learning environment in which you can earn an associate degree, a certificate, or take classes for personal enrichment. To help you achieve your goals, we have an outstanding curriculum, excellent advisors, exceptional academic supports, transfer services, and internships. Perhaps most of all, the commitment and dedication of our faculty and staff will make your journey through RCC one that challenges and supports you in becoming the best. Our recent renovations created an energy-efficient campus with state-of-the-art Health Sciences simulation center; new Library, new Student Commons and science laboratories. We begin each year with a renewed commitment to our motto: "Your Future is our Focus"

Sincerely,

Valerie R. Roberson

Dr. Valerie R. Roberson President

TABLE OF CONTENTS

Table of Contents

Vision ..... Inside Cover
Mission Statement ..... Inside Cover
Strategic Initiatives ..... Inside Cover
Institutional Proficiencies for RCC Graduates ..... Inside Cover

President's Welcome Message 1

Roxbury Community College's Governing Boards and Officers 4
Board of Trustees 4
President 4
President's Cabinet 4

Directions and Parking 5
Campus Location 5
Getting Here 5
Parking 5

Academic Calendar 2019 – 2020 6
Fall 2019 6
Intersession 2020 6
Spring 2020 6
Summer 2020 6

Academic Calendar 2020 – 2021 7
Fall 2020 7
Intersession 2021 7
Spring 2021 7
Summer 2021 7

How to Enroll at Roxbury Community College .. 8
New Students 8
Continuing Students 8
Transfer Students 8
Readmit Students 8
How to Enroll 8
High School Students 8
Senior Citizens 9
Veterans 9
International Students 9
How to Apply 9

Student Support Resources and Services 10
Academic Advising 10
Academic Support Services 10
Language Lab 10
Project Access at RCC 10
Internships 10
Honors Program 10
Transfer Services 11
Tuition-Free Community College 13
Commonwealth Commitment 13
Student Accessibility Services 13
Library 13

College Services 15
Bookstore 15
Public Safety 15
Parking 15
Student I.D. 16
Health Services 16
Jeanne Clery Act Disclosure 16
Lost and Found 16

Academic Policies 17
Graduation Requirements 17
Academic Honors 17
Grades 17
Repeating a Course for Credit 18
Withdrawal Policy 18
Academic Standing 18
Attendance 19
Change of Academic Major 19
Change of Name and/or Address 19
Enrollment Certification 19
Loan Deferment Certification 20
Transfer Credits 20
Transcript Requests 20
MyRCC 20
MyPasswords 20
RCC Student E-mail 21
eLearning 21
Printing (Pharos system) 21

Financial Aid **22**
How to Apply 22
Eligibility 22
Satisfactory Academic Progress 22
Business Office **23**
Payment - Tuition and Fees 23
Health Insurance 23
Refund Policy 23
Refund policy rules 23
Tuition Waivers 23
Billing Error or Dispute 23
Returned Payments 24
Failed Payment Arrangements 24
Financial Holds 24
Collection Agency Fees 24
Intercept Program of the Commonwealth of Massachusetts 24
Institutional Policies **25**
Affirmative Action 25
Children on Campus 25
Information Technology 25
CORI Policy 28
SORI Policy 28
College Procedures for Responding to Reports of Sexual Assault 28
Student Suicide Prevention Protocol 31
Office of Student Life **32**
Clubs and Organizations 32
Bulletin Boards 32
Student Government Association 32
Student Commons 32
Athletics 32
Reggie Lewis Track and Athletic Center (RLTAC) Membership 32
Student Rights and Responsibilities **33**
Student Code of Conduct 33
Steps to Promoting Positive Classroom Atmosphere 36
Roxbury Community College Good Neighbor Policy 37
Drug and Alcohol Policy 37
Chapter 151C. Fair Educational Practices 38
Family Education Rights and Privacy Act (FERPA) 39
Grade Appeals 40
Hazing 40
Right to Protest 41
Policy on Audio/Video Recording in the Classroom 42
Smoking 42
Absences for Pregnancy or Childbirth 42
Bathroom and Locker Room Use 42
Changing Biographical Data 43
Marijuana Policy 43
Programs of Studies **45**
Associate in Arts (AA) 46
AssociAte in science (AS) 62
Certificate Programs (C) 75
Course Descriptions **81**
College Experience (ACS) 81
Broadcast Media Technology (BMT) 81
Business (BUS) 82
Criminal Justice Program (CJP) 86
Early Childhood Education (ECE) 88
Engineering (EGR) 90
English (ENG) 91
English for Speakers of Other Languages (ESL) 94
Health Sciences (HLT) 95
Humanities (HUM) 98
Information Systems Technology (IST) 103
Languages (LAN) 109
Mathematics (MAT) 111
Science (SCI) 113
Social Science (SSI) 117

ROXBURY COMMUNITY COLLEGE'S GOVERNING BOARDS AND OFFICERS

(as of June, 2020)

Board of Trustees

Mr. Steven Tompkins
Chair
Sheriff of Suffolk County

Ms. Amanda Fernandez
Vice Chair

Vice President, Latino Community Partnerships

Mr. Mark Culliton
Treasurer
Education Activist and Chief Executive, College Bound Dorchester

Ms. Betty Francisco
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Dr. Jeffrey Greenberg
RCC Foundation Liaison
Co-Founder & Chief Operating Officer, Firefly Health

Mr. Israul "Izzy" Marrero
Alumni Trustee
Community Service Officer, Boston Police Department

Ms. Sheriece Perry
Acting Co-Director of Support Services for the Massachusetts Trial Court

Ms. Amanda Schaefer
Alumni Trustee
Alumni, Roxbury Community College

President

Valerie R. Roberson, Ph.D.

President's Cabinet

David Albanese

Director of Public Safety

Maurice Barrant
Director of Enterprise Systems

James Chatterton
Comptroller

Mishawn Davis-Eyene
Executive Director of Development

Robert Fisher
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Kevin Hepner
Vice President of Administration & Finance

Patrick Kangethe
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Andres Oroz, Ph.D.
Associate Vice President, Student Life

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Vice President of Institutional Effectiveness

Kimberly Rogers, Ph.D.
Vice President, Academic and Student Affairs

Hillel Sims, Ph.D.
Dean of STEM

Jordan Emily Smock
Director of Marketing & Communications

Jelani Townsell
Assistant Dean of Athletics, Health and Wellness

Kandley Val
Assistant Dean of Enrollment

Jeffrey Van Dreason
Dean of Arts, Humanities & Social Sciences

Patricia M. West
Chief Human Resources & Affirmative Action Officer

DIRECTIONS AND PARKING

Campus Location

The campus, located at 1234 Columbus Avenue, is adjacent to Malcolm X Boulevard and Cedar Streets. This 16-acre campus consists of five buildings: Administration, Academic, Media Arts, Student Center, and the Reggie Lewis Track and Athletic Center.

The campus includes six buildings housing classrooms, specialized science and computer laboratories, the Library and the Learning Center, an onsite Day Care Center, a student bookstore, the Reggie Lewis Track and Athletic Center, a 500 seat theater, music, dance and art studios, a new food service court, snack machines and dedicated spaces for student activities, quiet games, student lounges and small group meeting spaces.

Getting Here

Directions by car

From Southeast Expressway - Southeast Expressway to Mass. Ave./Roxbury Exit-straight off ramp-through lights (Mass. Ave.) onto Melnea Cass Boulevard. Follow to end and go left onto Tremont Street which becomes Columbus Avenue. Follow Columbus Avenue for approximately 1/2 mile. Look for the College on your left. Parking is available at the Cedar Street lot (corner of Cedar Street and Columbus Avenue).

From the Boston Logan Airport - 25 Logan Airport, East Boston, MA 02128. When leaving the airport, follow signs to Boston and go through the toll booth. The toll fee is $3.00. After the toll booth, enter the tunnel and follow the directions toward 93 South/Southeast Expressway. Follow directions above.

South of Boston - Route 93 North to Southeast Expressway. Follow directions above.

North of Boston - Route 93 South/Route 1 to Southeast Expressway. Follow directions above.

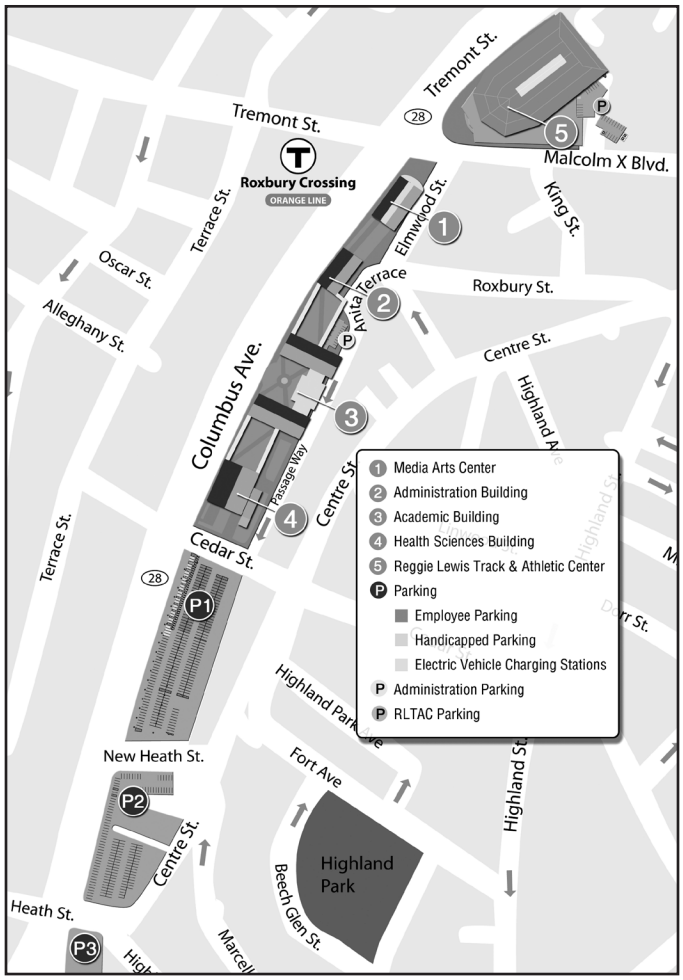
West of Boston - Mass. Pike East to the last exit (Southeast Expressway). Follow directions above.

Public Transportation

Trains - From Downtown Boston take Orange Line toward Forest Hills. Get off at the Roxbury Crossing station. The College is located across the street on Columbus Avenue.

Buses - Columbus Avenue

- 22 - Ashmont Station - Ruggles Station via Jackson Square (schedule)
- 29 - Mattapan Station - Ruggles Station via Jackson Square (schedule)
- 66 - Harvard Station - Dudley Station via Allston & Brookline Village (schedule)



Buses - Malcom X. Boulevard (Reggie Lewis Center stop - the College is located across the street on Columbus Avenue)

- 23 – Ashmont Station - Ruggles Station via Dudley Square (schedule)
- 28 – Mattapan Station - Ruggles Station via Dudley Square (schedule)

Parking

Visitors can park in spaces in Lot #1 or Lot #2 that are not designated as employee parking. Note that the new electric car charging stations in Lot #1 are for electric car-charging only, and should not be used for general parking. Lot #3 is currently closed to house construction supplies.

ACADEMIC CALENDAR 2019 – 2021

Fall 2019

September 2	Labor Day – HOLIDAY
September 3	All College Meeting/Faculty Institute
September 4	First Day of Classes
September 11	Last Day for Schedule Changes
September 16	Autumn Access – First Day of Classes
September 23	Autumn Access – Last Day for Schedule Changes
October 14	Columbus Day – HOLIDAY
Oct. 28 - Nov. 2	Midterm
November 1	Deadline – Petition to Graduate December 2019
November 4 - 8	Autumn Access Midterm
November 11	Veterans' Day – HOLIDAY
November 15	Last Day for Student-Initiated Withdrawals
November 18	Early Registration for Spring 2020 Begins
Nov. 27 - Dec. 1	Thanksgiving Break – No classes after 5:00PM on November 27. No Saturday classes
December 14	Last Day of Classes
December 16 - 21	Final Exams
December 25	Christmas – HOLIDAY
December 27	Final grades due, 5:00 PM

Intersession 2020

December 30	First Day of Classes
January 1	New Year's Day – HOLIDAY
January 6	Last Day for Schedule Changes
January 8	Midterm
January 10	Last Day for Student-Initiated Withdrawal
January 17	Final Exams

Spring 2020

January 20	Martin Luther King, Jr. Birthday – HOLIDAY
January 21	All College Meeting/Faculty Institute
January 22	First Day of Classes
January 29	Last Day for Schedule Changes
February 3	Spring Access – First Day of Classes
February 10	Spring Access – Last Day for Schedule Changes
February 17	Presidents' Day – HOLIDAY
March 9 - 14	Midterm
March 16 - 21	Spring Break
March 23 - 28	Spring Access Midterm
April 6	Early Registration for Summer and Fall 2020 Begins
April 10	Last Day for Student Initiated Withdrawal
April 20	Patriots' Day – HOLIDAY
May 8	Last Day of Classes
May 9-15	Final Exams
May 15	Commencement Exercises
May 18	Deadline Final Grades, 5:00PM

Summer 2020

May 25	Memorial Day – HOLIDAY
May 26	Summer Session I Classes Begin
June 1	Last Day for Schedule Changes
June 15	Last Day for Student Initiated Withdrawal Summer I
June 26	Last Day Summer Session I
June 29	Deadline Final Grades, 5:00PM
June 29 - July 3	Summer Break No Classes
July 3	Independence Day – HOLIDAY
July 6	Summer Session II Classes Begin
July 13	Last Day for Schedule Changes
July 27	Last Day for Student Initiated Withdrawals
August 7	Last Day Summer Session II
August 10	Deadline Summer Session II Grades

ACADEMIC CALENDAR 2020 – 2021

Fall 2020

September 1	All College Meeting/Faculty Institute
September 2	First Day of Classes
September 7	Labor Day – Holiday
September 15	Last Day for Schedule Changes
September 15	Autumn Access – First Day of Classes
September 26	Autumn Access – Last Day for Schedule Changes
September 28	First Day Late Autumn Session
October 12	Indigenous Peoples' Day – HOLIDAY
October 13-17	Midterm
October 19-24	Autumn Access Midterm
October 31	Deadline – December 2020 Graduation Application
November 11	Veterans' Day HOLIDAY
November 14	Last Day for Student-Initiated Withdrawals
November 16	Early Registration for Spring 2021 Begins
Nov. 25-28	Thanksgiving Break – No classes after 5:00 PM on November 25th. No Saturday classes
December 12	Last Day of Classes
December 14	Last Day to Withdrawal, Late Autumn Session
Dec. 14-19	Final Exams
December 27	Final Grades Due, 5:00 PM
December 31	Last Day Late Autumn Session

Intersession 2021

December 28	First Day of Classes
January 1	New Year's Day – HOLIDAY
January 4	Last Day for Schedule Changes
January 6	Midterm
January 8	Last Day for Student-Initiated Withdrawal
January 15	Final Exams

Spring 2021

January 1	New Year's Day – HOLIDAY
January 18	Martin Luther King, Jr. Birthday – HOLIDAY
January 19	All College Meeting/Faculty Institute
January 20	First Day of Classes
January 29	Last Day for Schedule Changes
February 1	Spring Access – First Day of Classes
February 12	Spring Access – Last Day for Schedule Changes
February 15	Presidents' Day – HOLIDAY
March 8-13	Midterm
March 15-19	Spring Break
March 22-27	Spring Access Midterm
April 5	Early Registration Summer and Fall 2021 Begins
April 9	Last Day for Student-Initiated Withdrawal
April 19	Patriots' Day – HOLIDAY
May 7	Last Day of Classes
May 8	Final Exams Saturday Classes
May 10-14	Final Exams
May 14	Commencement Exercises
May 17	Deadline Final Grades, 5:00PM

Summer 2021

May 24	Summer Session I Classes Begin
May 31	Memorial Day - HOLIDAY
June 1	Last Day for Schedule Changes
June 11	Last Day for Student Initiated Withdrawal Summer I
June 25	Last Day Summer Session I
June 28	Deadline – Summer I Final Grades
June 28-July 5	Summer Break No Classes
July 5	Independence Day – HOLIDAY
July 6	Summer Session II Classes Begin
July 13	Last Day for Schedule Changes
July 26	Last Day for Student Initiated Withdrawals
August 6	Last Day Summer Session II
August 9	Deadline Summer Session II Grades

HOW TO ENROLL AT ROXBURY COMMUNITY COLLEGE

New Students

Students who have never attended any college or university are welcomed as New Students at Roxbury Community College. Roxbury Community College is a public, two-year college with an open admission policy. Students must meet the prerequisites established for all college-level courses in order to enroll.

Home-schooled students, without a high school diploma or high school equivalency certificate, are eligible to apply for admission to a degree or certificate program provided they have successfully completed an approved home school program in accordance with Massachusetts General Laws or the laws of their home state.

Admission to some programs is competitive, due to a limited number of openings.

Continuing Students

Students who have enrolled each semester at Roxbury Community College, or have attended RCC within the last two years are continuing students. Congratulations, your degree/certificate completion is within sight!

Transfer Students

Students who have completed college courses at other colleges and universities are Transfer Students. Roxbury Community College looks forward to helping you meet your academic and career goals. Please have all of your transcripts sent to RCC to assist you and your advisor select the most efficient pathway to your career.

Readmit Students

Students who attended Roxbury Community College in the past and have stopped out for more than two years ago, must be readmitted to the college. Readmit students must complete an application and follow the steps below. Welcome home!

How to Enroll

Complete the admission application for free online at *www.rcc.mass.edu*. The Enrollment Center can provide a hard copy admission application and provide assistance if you prefer.

Placement testing is required for all first-time, new college students. Please make an appointment to reserve your seat for placement testing, Visit us online at *www.rcc.mass.edu/testing*.

- The placement test covers Math, English, Reading, and Science and takes approximately 2 1/2 hours to complete. Students whose first language is not English are advised to take the English-as-a-Second-Language Placement Test. A study guide is available online and in the Testing Office.
- Transfer and readmit students may not need to take the placement test if their official transcript(s) shows successfully completed college-level coursework. Students transferring from another college or university must arrange for their official transcripts to be sent to RCC, Office of the Registrar, for evaluation before they may register for classes.

Returning students, without financial holds, are encouraged to register online at www.rcc.mass.edu. The Enrollment Center will walk you through the online procedure.

- New, transfer, and readmit students meet with an advisor after placement testing to review placement scores; discuss academic and career goals; select a program of study; and identify courses.
- New, transfer, and readmit students enroll in courses in the Enrollment Center. Students will receive a printed copy of their class schedule.
- Students applying for financial aid must complete the FAFSA application. The Office of Financial Aid, can provide assistance to complete all required forms. All required documents for financial aid must be submitted prior to the awarding of aid.
- The Office of Student Accounts will review the student accounts, including the application of financial aid. Students are responsible for all tuition and fees at the time of registration.
- Massachusetts Law 105 CMR 220.000 requires all full-time students (12 or more credits) to present evidence of immunization against Measles, Mumps, Rubella, Tetanus, Chicken Pox, and Hepatitis B in order to attend classes. New students will receive the immunization form from the Enrollment Center.
- Students are responsible for all tuition and fees at the time of enrollment.

High School Students

RCC encourages high school students to explore the College's academic resources through programs that cater to their needs and interests. Participating high school students have the opportunity to consider RCC as their ladder towards achieving future intellectual and professional goals. The following programs launch high school students into higher educational learning:

Dual Enrollment

The Dual Enrollment Program relies on state appropriations each semester. Roxbury Community College accepts applications for the Dual Enrollment Program for the fall, spring and summer semesters. This is a great opportunity for students to earn college credits, while simultaneously earning credits towards their high school diploma. This program also offers students the opportunity to develop their academic experience and career opportunities without paying tuition and fees.

Students must have a minimum GPA of 2.0 to be accepted into the program.

Chapter 74 Secondary Post Secondary CVTE Linkage

RCC welcomes Boston Public high school students in Chapter 74 programs. High school students receive college credit for courses completed in approved Chapter 74 programs. Please bring your BPS transcript to the Enrollment Center when completing the RCC application.

Senior Citizens

Residents of the Commonwealth of Massachusetts who are 60 years of age or older are eligible to enroll in credit courses on a space-available basis, tuition- free. However, all applicable fees must be paid prior to the first class.

Veterans

We are happy to serve our Veterans. Please visit *www.gibill.va.gov* or contact your nearest VA representative (V.A. Buffalo: 888-442-4551) in order to obtain your Certificate of Benefits. Please bring a printed copy of your paper work that confirms your status as a current or former member of the United States Armed Forces (example: DD 214), waivers, orders, and proof of health insurance to the Registrar's office, Administration Building, Room 102.

Please visit *http://www.gibill.va.gov/GI_Bill_Info/CH33/Post-911.htm* for information concerning the Post 9/11 GI Bill®. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at *https://www.benefits.va.gov/gibill*." Please contact the Registrar's office for further information and a Veteran's package. If you are a CURRENT MEMBER OF THE MASSACHUSETTS NATIONAL GUARD, please visit the following website *http://mro.chs.state.ma.us/tuition/login.aspx* for instructions on how to receive your tuition and fee waiver. Finally, all veterans must complete the ad- missions process and provide proof of high school diploma or GED.

Section 702 of the Choice Act

Section 702 of the Veterans Access, Choice and Accountability Act of 2014 ("Choice Act"), requires VA to disapprove programs of education for payment of benefits under the Post-9/11 GI Bill and Montgomery GI Bill-Active Duty at public institutions of higher learning if the schools charge qualifying Veterans and dependents tuition and fees in excess of the rate for resident students for terms beginning after July 1, 2015. These new requirements will ensure that our Nation's recently discharged Veterans, and their eligible family members, will not have to bear the cost of out-of-state charges while using their well-deserved education benefits.

International Students

http://www.rcc.mass.edu/international-admissions-guide

International Student Application needs to be completed and submitted to the Enrollment Center by the following deadlines:

- **January**, the deadline is **November 4**
- **September**, the deadline is **July 1**

International Students must maintain Good Academic Standing, and have a

Valid F-1 Student Visa.

How to Apply

- Complete and sign the Admissions Application and I-20 Application (Be sure to select only one Academic Program (Major) on the application.
- Submit a $35.00 application fee (U.S. Money order only).
- All students must complete High School Self-Certification Form. College transcript must be evaluated and approved by a foreign educational agency and NOT translated.
- Submit an Affidavit of Support (I-134) or a notarized letter from your sponsor.
- Submit a current certified official bank letter showing a minimum of $20,000.00 US dollars in the bank account to cover total educational and living expenses for one year.
- Submit proof of immunization.

Complete the I-901 and follow the instructions on *www.fmjfee.com*.

If you are already in the United States and a Non-Immigrant (F-1 status), with a Certificate of Eligibility (I-20AB) from another school or college, you must submit a copy of the I-20AB issued to you from your current institution and a copy of the Transfer Evaluation form

STUDENT SUPPORT RESOURCES AND SERVICES

Academic Advising

All students enrolled in degree and certificate career pathways are assigned to a Staff or Faculty Advisor, and are encouraged to meet with their Advisor at least once per semester. Academic Advisors are eager to help you and will be an essential resource in helping you stay on track with your educational goals.

Your Advisor can assist you with:

- Exploring and identifying your educational goals.
- Creating an educational plan.
- Selecting courses.
- Preparing you for transfer.
- Understanding graduation requirements, and college policies and proce- dures.
- Meeting with your Advisor

To identify your assigned Advisor, log into MyRCC and select the “Students” tab. Your advisor will be listed under “Academic Information.”

Academic Support Services

Students are encouraged to take advantage of free tutorial services available in all subject areas. Tutoring occurs in The Learning Center (Academic Building 3-203), and online via the Online Writing Lab. Peer and professional tutors work with individuals, or in small groups to improve academic skills and develop learning strategies. Tutoring is designed to enhance and support

classroom learning, so that you gain the skills and confidence to be successful in your coursework. Drop by The Learning Center (Academic Building 3-203), or visit *http://www.rcc.mass.edu/tutoring*.

Language Lab

The Language Lab in the Academic Building 3, Room 203A. The Language Lab houses computer workstations with headphones so that students can practice what they are learning in language classes. Computer programs and online resources are available to assist with language development. If you need a language or ESOL tutor, speak to your Professor stop by the lab and speak to staff for assistance in making an appointment. You can also make

appointments online at *https://rcc.mywconline.net*.

Project Access at RCC

All students may take advantage of the Project Access services at no additional cost. Financial planning, tax preparation assistance, legal referrals, housing assistance, health insurance options, medical and mental health referrals, citizenship, food assistance, child care are among the service referrals that we provide.

Internships

Internships allow you to explore a career area of interest while earning credit at the same time. The Coordinator of Cooperative Education will assist you in locating an internship that works for you. A variety of agencies and employers are ready to place Roxbury Community College interns. If you have taken English Composition I, and at least three courses toward your degree, you may be eligible to sign up for an Internship. Students must maintain a minimum cumulative GPA of 2.0 to be eligible for internship. Meet with an Internship Coordinator during pre-registration to ensure completion of pre-internship workshops and a timely placement.

Honors Program

Roxbury Community College’s Honors Program provides a learner-centered educational experience suited to students’ research interests. The Honors Program offers a stimulating, challenging, and rewarding academic experience through independent research and creative work. The RCC Honors Program is endorsed by the Commonwealth Honors Program and provides a combination of honors courses and honors project options for students.

Phi Theta Kappa is the National Honor Society for community college students. Alpha Iota Mu is the Roxbury Community College’s chapter of the Society. Members of Phi Theta Kappa are recognized for their academic achievement as well as for leadership and service.

To be eligible for membership, you must meet the following criteria:

1. Full-time enrollment and completed at least 12 credits.
2. Completion of at least two semesters at Roxbury Community College.
3. Achievement of a cumulative grade point average of 3.20 or higher, in college-level courses.

Transfer Services

Students who intend to pursue a bachelor's degree beyond Roxbury Community College have support through Transfer Services, Academic Building, 2nd floor room 201B (3-201B). Students who have the goal of transfer to the four-year college are encouraged to begin exploring programs or seek counseling about transfer in their second semester of enrollment at RCC. In order to maximize many of the benefits of transfer from RCC to the four-year college, students are encouraged to participate in several of the following transfer activities or programs while enrolled at RCC.

Transfer Counseling:

- Meet with the Coordinator of Transfer about your specific goals around transfer from RCC.
- Understand your degree program at RCC transfers to the four-year college.
- Determine if you are in the right major to meet your transfer goals at the four-year college.

Transfer Fairs:

- Meet with four-year college transfer admissions representatives on RCC's campus.
- Sign up for counseling from four-year college admissions representatives about transfer.
- Understand what four-year colleges are looking for in transfer students.

Transfer Information Sessions:

- Learn about maximizing your education at RCC for transfer
- Understand how to find some transfer scholarships
- Meet other students who have the same goal of transfer
- Learn about specific transfer programs

Transfer Workshops:

- Get help with every phase of the transfer process from applications to
- Scholarship searches
- Learn about helpful transfer strategies
- Get help with personal essays

Visit Transfer Services website for a calendar of activities and events *http://www.rcc.mass.edu/current-students/transfer-services*. Visit Transfer Services on campus Academic Building, 2nd floor room 201B (3-201B) or call Transfer Services for information at 857-701-1424.

Mass Transfer

MassTransfer is a statewide transfer policy. MassTransfer has two main purposes:

- To provide community college students who complete approved **associate degrees under MassTransfer** with the benefits of the full transfer and applicability of credit, guaranteed admission, and a tuition waiver (each benefit based on the student's final grade point average) to linked baccalaureate programs; and
- To provide any student in the Massachusetts public higher education system the intermediate goal of completing a portable transfer block ("**MassTransfer Block**") which satisfies general education/distribution/core requirements across institutions (with the receiving institution able to add no more than six additional credits/two courses).

All Associate of Arts (AA) degree programs offered by Roxbury Community College include the MassTransfer Block; students who graduate with AA degrees at RCC will have their transcripts noted (MTB) completed.

General Education Transfer Block (MassTransfer Block-MTB) 34 credit hours

English Composition/Writing	6 credit hours
Behavioral and Social Science	9 credit hours
Humanities and Fine Arts	9 credit hours
Natural or Physical Science	7 credit hours
Mathematics/Quantitative Reasoning	3 credit hours

A2B Linked Pathways: A student completing a **linked associate degree program** under MassTransfer will have graduated with a minimum of 60 credit hours and will have completed the 34-credit General Education Foundation, exclusive of developmental coursework.

A2B Mapped Pathways: Mapped associate degree programs are referred to as A2B (associate to bachelor's degree) mapped pathways. A student completing an A2B Mapped Pathway under MassTransfer will have graduated with a minimum of 60 credit hours and will have completed the 34-credit General Education Foundation or the 28-credit STEM Gen Ed Foundation, exclusive of developmental coursework, and the Foundational Courses identified for each academic discipline.

Commonwealth Commitment: includes only A2B Mapped Pathways completed at the community college in 2.5 years or less and completed at the state college or university in only two years.

A2B Mapped Science, Technology, Engineering, and Math (STEM) Pathways will adopt a 28-credit General Education Block or **STEM Block**. 28 credit hours.

English Composition/Writing	6 credit hours
Behavioral and Social Science	6 credit hours
Humanities and Fine Arts	6 credit hours

Natural or Physical Science	7 credit hours
Mathematics/Quantitative Reasoning	3 credit hours

STEM Block is only applicable to A2B Mapped Pathways and Commonwealth Commitment.

Requirements and Benefits of participating in MT Programs:

Graduate with 2.0 GPA:

- Waives the admissions application fee, essay, and letter(s) of recommen- dation.

Graduate with 2.5 GPA:

- Waives the admissions application fee, essay, and letter(s) of recommen- dation
- Guarantees admission to the linked or mapped baccalaureate degree or school at a Massachusetts state university or University of Massachusetts campus (provided there is space available in the program).

Graduate with 3.0 GPA:

- Waives the admissions application fee, essay, and letter(s) of recommendation
- Guarantees admission to the linked or mapped baccalaureate degree or school at a Massachusetts state university or University of Massachusetts campus (provided there is space available in the program
- Guarantees a tuition waiver equal to 100% of the Massachusetts resident tuition rate at a state university or University campus for two years of undergraduate enrollment (includes additional stipulations at the University or UMass system campuses).

*Review the MassTransfer website *http://mass.edu/masstransfer* for a complete outline of additional stipulations and or information for students regarding the requirements and benefits of MT. Mass Transfer policies and guidelines are periodically reviewed and updated and can be subject to change by the Commonwealth of MA Department of Higher Education in tandem with the MA system of Higher Education.

Students are encouraged to visit Roxbury Community College's Transfer Services website *http://www.rcc.mass.edu/transfer-programs* OR the MA Department of Higher Education's website *http://mass.edu/masstransfer* to view the specific degree programs at RCC that are MT eligible. Also, students can visit Transfer Services in the Academic Building, 2nd floor room 201B (3-201B) to meet with the Coordinator of Transfer regarding MT.

Cross-Registration

Cross registration agreements enables students who have matriculated at RCC to enroll in a course or two at specific local four-year colleges or universities. These agreements allow students to sample the environment and coursework of a four-year college campus which can assistance them in understanding what will be required of them academically and socially when transferring to the four-year college. At minimum, students will have to have a 2.0 grade point average and completed between twelve and thirty college-level credits to participate in cross-registration.

Students are strongly advised to visit Transfer Services in the Academic Building, 2nd floor room 201B (3-201B) to meet with the Coordinator of Transfer one semester prior to the semester of cross registration to discuss the requirements of each four-year college that participates in cross-registration. Typically, cross-registration is not available for evening or weekend courses or summer session. Cross-registration is not available during late registration periods.

Learn more about cross-registration, the schools and their requirements, by visiting RCC's Transfer Services website *http://www.rcc.mass.edu/transfer-programs* OR visit Transfer Services in the Academic Building, 2nd floor room 201B (3-201B) to meet with the Coordinator of Transfer regarding Cross-Registration.

Articulation Agreements

Roxbury Community College has developed articulation agreements with private and a few public four-year colleges and universities for students who complete their Associate degree and wish to transfer. Articulation agreements are developed based upon majors or degree program. These agreements are designed to provide students who graduate, meet admissions standards, and who matriculate into the four-year college, full junior standing into a linked or mapped designated bachelor's degree programs. For the most current list of agreements visit RCC's Transfer website *http://www.rcc.mass.edu/transfer-programs.* Articulation agreements are always being developed, updated, or renewed each semester. They are subject to change. Visit Transfer Services in the Academic Building, 2nd floor room 201B (3-201B) to meet with the Coordinator of Transfer regarding Articulation Agreements at RCC.

Visit Transfer Services website for a calendar of activities and events *http://www.rcc.mass.edu/transfer-services.* Visit Transfer Services on campus Academic Building, 2nd floor room 201B (3-201B) or call Transfer Services for information at 857-701-1424.

Tuition-Free Community College

The Boston Mayor launched the Tuition-Free Community College Plan to make college more affordable for eligi- ble Boston residents who have earned their high school credential. Specifically, the plan pays for the costs of tuition and mandatory fees that are not covered by the Pell grant. By reducing the cost of community college, the City of Boston aims to enable more students to achieve the life-long benefits of college, with less financial stress.

To be eligible, students must:

- Graduate from a high school in Boston (BPS, private, or charter school)
- Within the past 12 months
- Have a grade-point average of at least 2.0
- Be eligible for a Pell Grant, as determined by the FAFSA
- Require no more than three developmental courses by the start of the semester
- Be a Boston resident
- Have low to moderate household income, per HUD guidelines

For more information, contact RCC's Enrollment Office at 857-701-1200 or e*nrollment.managment@rcc.mass.edu.*

Commonwealth Commitment

Through the Commonwealth Commitment students could lower the cost of your bachelor's degree by starting your studies at RCC.

Students commit to:

- Begin at RCC, or any of Massachusetts' Community Colleges
- Completing your associate degree within 2.5 years
- Transfer to one of Massachusetts' State Universities
- Complete bachelor's degree within 2 more years
- Maintain full-time, continuous enrollment at 15 credits per semester and a cumulative 3.0 GPA throughout the program

Commonwealth Commitment to Students:

- Freeze tuition & fees for all four years upon entry into the Commonwealth Commitment program, until students graduates or leaves program.
- A Reduction in tuition & mandatory fees by an average of $5,090 over four years through:
  - A 10% rebate off tuition & mandatory fees, payable via check at the end of every successfully completed semester
  - An additional MassTransfer tuition credit once you enroll in your bachelor's program

Student Accessibility Services

Roxbury Community College is committed to creating an educational environment that promotes academic excellence and personal exploration for all students. This includes a commitment to achieving equal educational opportunity and full participation for persons with disabilities. Our goal is to ensure a comprehensively accessible college experience where individuals with disabilities have the same access to programs and activities as all others. This policy derives from the College's overall commitment to non-discrimination of all persons in employment, creating accessible facilities, student programs, activities, and services.

To this end, RCC strives to achieve excellence in its services and to assure that its resources are delivered equitably and efficiently to all students. Students interested in obtaining reasonable accommodation for support in completing their degree or certificate programs must register with the Office of Student Accessibility Services, Building 3, room 201.

Library

The library at Roxbury Community College offers information resources and services that support the academic programs of the College. The library has been renovated and is a beautiful new space. The entrance to the library is on the 2nd floor.

Informational Resources:

- Over 20,000 circulating and reference books. This includes many required textbooks on reserve for use in the library.
- Over 60 online databases containing tens of millions of articles from journals, magazines, and newspapers.
- Over 50,000 e-books
- Over 30,000 streaming videos from Kanopy and Films on Demand.
- Over 40 paper periodical subscriptions including journals, magazines and newspapers.
- Audiovisual material including videotapes and DVDs for classroom or in- library use.

Library Services:

- **Borrowing Services:** Circulation of library materials including audiovisual equipment for classroom use.
- **Reference Services:** Research help for reference questions and research.

- **Instruction Services:** Class and individual instruction in research methods and information literacy.
- **Interlibrary loan:** The delivery to RCC library users of books and documents that belong to other libraries.
- Library web site development to provide subject research guides and online tutorials.

Interlibrary Cooperation

RCC Library is a founding member of Higher Education Libraries of Massachusetts (HELM). This is a new library consortium consisting of 11 Massachusetts community colleges and one state university.

Current Network Members

- Holyoke Community College
- Massachusetts College of Liberal Arts
- Massasoit Community College
- MassBay Community College
- Middlesex Community College
- Mount Wachusett Community College
- North Shore Community College
- Quinsigamond Community College
- Roxbury Community College

Incoming Network Members

- Berkshire Community College
- Bristol Community College
- Northern Essex Community College

The library also belongs to the Fenway Library Organization, which includes academic libraries in the Boston area, most within walking distance of RCC. You may borrow books from any of these libraries. To retrieve materials from these libraries, simply present an active RCC library card. You may also order books from these libraries and have them sent to the RCC Library where they can be borrowed.

The following is a list of FLO members: Emerson College, Emmanuel College, Framingham State University, Holyoke Community College, Lesley University, Massachusetts Bay Community College, Mass. College of Art and Design, Massachusetts College of Liberal Arts, Mass. College of Pharmacy & Health Sciences, Massa- soit Community College, Middlesex Community College, Museum of Fine Arts Museum School, New England Conservatory of Music, North Shore Community College, Quinsigamond Community College, Roxbury Community College, Simmons College, Suffolk University, UMass Boston, Wentworth Institute.

COLLEGE SERVICES

Bookstore

The Barnes and Noble Online Bookstore allows you to buy and rent texbooks and purchase instructional materials required for your courses. For your convenience payment can be made by MasterCard, Visa, American Express, and Debit cards. Financial Aid Bookstore Credit can also be used to purchase required supplies and materials for students with Pell Awards.

Public Safety

Mission Statement

- To safeguard freedom by preserving life and property, protecting the constitutional rights of individuals, maintaining order and encouraging respect for the rule of law by the proper enforcement thereof.
- To earn the respect of all individuals, by maintaining a knowledgeable, responsive, well-trained and accountable workforce that discharges their duties and responsibilities with evidence of fairness, tolerance and equality.
- To reduce the opportunity for the commission of crime by implementing effective crime prevention strategies, fully investigating crimes when they occur and expeditiously apprehending offenders.
- To identify, address and resolve the root causes of community problems and concerns in concert with student groups and representatives through the use of community oriented public safety strategies.

Role, Authority, and Training

Roxbury Community College contracts with Securitas Security Services USA, Inc. to provide safety and security services to RCC community 24-hours a day, 365 days a year. The Office is comprised of contract security and a sworn law enforcement officer licensed under Massachusetts General Law, Chapter 22C, § 63 by the State Police granting him the same powers of arrest as a city or town police officer while on property owned, used, and occupied by Roxbury Community College. If a situation should arise where law enforcement is needed, a Public Safety officer will notify the departments duly sworn officer and Boston Police who will respond to campus. All crimes and criminal activity are reported to and investigated by the department's duly sworn officer, Boston Police or the Massachusetts State Police.

Working Relationship with Local, State, and Federal Law Enforcement Agencies

Public Safety maintains a cooperative relationship with the Boston Police Department and the Massachusetts State Police. There are currently no mutual aid agreements, or radio communications interoperability with any outside agencies. The Public Safety department's sworn police officer does participate in regional law enforcement meetings and joint department trainings.

Building Evacuation Procedure in an Emergency

1. When an alarm sounds, listen carefully to instructions received via the public address system.
2. If you receive instructions to evacuate, walk to your designated stairwell. Do not use elevators while an alarm is sounding.
3. When exiting your classroom, laboratory, or office areas, take only wallets and handbags; all doors should be closed not locked.
4. When descending the stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.
5. Proceed cautiously to your designated relocation area unless otherwise instructed. (The following area will be utilized as the rally point during an evacuation: Lot 1 will be used as the main formation area, please listen to instructions given by onsite uniformed personnel). It is important to remember to stay calm and exit the building in an orderly fashion.
6. Once you reach your designated relocation area, remain there for further instructions, once the scene has been deemed safe an "all clear" command will be given.
7. No one should under any circumstances return to the building unless directed by the p.a. announcement.

This evacuation procedure has been posted on walls and in all hallways around campus for your safety.

Parking

Vehicles must be registered with the Department of Public Safety. When applying for a parking decal please have available: Driver's License, Vehicle Registration, class schedule and your RCC issued ID. Vehicles without stickers, and those parked in unauthorized areas or parked

in handicapped spaces without appropriate authorization, are subject to being ticketed and towed at owners expense. Parking is available at the Cedar Street lot adjacent to the Health and Sciences Building. Overnight parking is prohibited.

Student I.D.

Students must obtain identification cards at the beginning of their first semester.

I.D. cards must be shown to any member of the Roxbury Community College faculty, staff or Public Safety personnel upon request. Current semester validation stickers may be obtained from the Department of Public Safety. Replacements for lost cards are available for $5.00. The I.D. office is located in the Department of Public Safety Room 109 Academic Building.

Health Services

A licensed nurse will provide care for common illnesses and injuries such as headaches, colds, and wound care. For emergencies Health Services or Public Safety will call 911 for further assistance when needed.

For emergencies, RCC will call 911.

Jeanne Clery Act Disclosure

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act requires all institutes of higher education to disclose campus policy statements and crime statistics. Our annual report is available at *www.rcc.mass.edu/annual-security-report*.

Lost and Found

Public Safety Office, Building 3, Room 109 RLTAC, Office of the Director

Lost and Found items turned into the Department of Public Safety will be logged and categorized. Please present photo identification i.e. driver's license, RCC student ID when retrieving your items.

ACADEMIC POLICIES

Graduation Requirements

To qualify for graduation, a student must meet the following conditions:

1. Qualify as a matriculated student as determined by the Enrollment Center.
2. Complete all course requirements as specified by the academic program of study with a minimum grade point average (GPA) of 2.00 for college- level courses, unless other requirements are specified by the academic program. For specific major requirements, consult the Program of Studies.
3. Earn the number of credit hours required and at least 30 college-level credits from Roxbury Community College for an associate degree and 12 credit hours for a certificate.
4. In order to graduate from RCC, a student must complete and submit an Application for Graduation Form available at the Registrar's Office.

Academic Honors

Dean's Lists

Full-time students in college level courses, with a semester Grade Point Average (GPA) between 3.50 and 3.75, and no grade lower than a "B" during that semester will be placed on the Dean's List.

President's List

Full-time students, in college level courses, with a semester GPA between 3.76 and 4.00, and no grade lower than a "B" during that semester will be placed on the President's List.

Grades

Grade Point Average (GPA)

Grade points earned in any course are found by multiplying the quality points assigned to the letter grade by the number of credits for the course. Your grade point average is determined by adding the total points earned in all courses that semester and dividing this total by the total credits attempted. The following is an example of the grades earned by a student:

Course	Grade	Quality Points	Attempted Credits	Total
English 101	A	4.0	3	12
Math1 103	B	3.0	3	9
Science 121	F	0.0	4	0
Business 131	C	2.0	3	6
Total Quality Points: 27.0 **Credits Attempted:** 13 GPA = 27/13 = 2.08				

Grading Policy

Roxbury Community College faculty assign a letter grade for all credit courses. Each letter grade from "A" to "F" carries a numerical value which is used to calculate your Grade Point Average (GPA).

The College respects the right of individual departments, programs, and faculty to use other scales as their curricula require, and supports the use of individual scales when articulated in their syllabus.

Grade	Quality Points	Range Interpretation
A	4.0	Excellent
A-	3.7	Excellent
B+	3.3	Very Good
B	3.0	Good
B-	2.7	Good
C+	2.3	Satisfactory Plus
C	2.0	Satisfactory
C-	1.7	Satisfactory
D+	1.3	Unsatisfactory, Passing
D	1.0	Unsatisfactory, Passing
F	0.0	Unsatisfactory, Course Failure

Nonnumeric Grades

AU **Audit** – A course is being audited. No grade is assigned to the course, no credit is earned and the course does not apply to a degree or certificate. Tuition and fees are charged for the course.

The course will appear on the student's transcript as a grade of "AU." An audited course does not show credits attempted or earned and will not be considered by the Financial Aid Office when awarding financial aid.

I **Incomplete** – May be issues if the student made satisfactory progress in a course, but is unable to complete the coursework before the end of term. If the student and faculty are in agreement, they sign an Incomplete Contract, listing all of the outstanding assignments, exams, and a timeline for completion. The Incomplete Contract is on file with the Office of the Registrar.

FI Incomplete – "F" from incomplete to be used when an "I" grade reverts to "F".

P Pass – Applies to non-credit courses only.

NP Did not pass – Applies to non-credit courses only.

R Course was repeated.

S Satisfactory (A-C equivalent) – Midterm evaluation only.

TR Transferred Course(s) from another College or University.

U Unsatisfactory (D-F equivalent) – Midterm evalua- tion only.

W Withdrawal Designations

WA Administrative Withdrawal – A student is withdrawn from a course by a faculty member or administrator.

WIP Work In Progress – No grade submitted by instructor.

NA Never attended class – Students are required to attend classes in which they have enrolled no later than the third class meeting, for courses that meet three times or two times a week. For courses that meet once a week, a student must attend by the second class meeting. A student who does not attend and has not dropped by the drop deadline, will receive an NA (Never Attended). All tuition and fees will be charged to student account.

Repeating a Course for Credit

When a student repeats a course the higher grade is used to compute grade point average. Both grades appear on the transcript. For example, if a student receives a D in a course and retakes the course and receives a C-, the C- will replace the D in the student's GPA. However, the D will remain on the student's transcript. If the grade for the repeated course is the same, or lower, than the previous grade, then the credits will not count toward the student's degree.

Please note, every time a student repeats a course that course is applied to a student's attempted and earned credits, as it relates to the financial aid satisfactory academic progress policy. Financial Aid does not cover the tuition and fees to repeat a course for which the student earned a passing grade.

Withdrawal Policy

Students must complete a Withdrawal From to be withdrawn from classes. The withdrawal must be transacted in the Enrollment Center. Students should check with the Office of Financial Aid to verify the impact of course withdrawals on their financial aid awards, and the Office of Student Accounts, to resolve their student account.

Failure to attend class does not constitute official withdrawal from a course or from Roxbury Community College.

Academic Standing

All RCC students are expected to maintain good academic standing toward the completion of their certificate or degree. A student's academic standing indicates the progress toward that certificate or degree based upon a minimum satisfactory cumulative grade point average (GPA) required each semester.

Good Academic Standing establishes a minimum cumulative grade point average (GPA) based on credit hours attempted.

We strongly encourage all students to work closely with their academic advisor to ensure that they register for a credit load that will enable them to balance family and work responsibilities with the ability to complete their coursework successfully.

Good Academic Standing

The College considers a student to be in Good Academic Standing if they meet the following minimal cumulative grade point average (GPA).

Credit Hours Attempted	Minimum Cumulative GPA
0-12	1.50
13-20	1.70
31 or more credit hours	2.0

Academic Warning

Students who fail to maintain the minimum cumulative grade point average for any semester will be placed on academic warning. Students on academic warning must consult with an Academic Advisor and take advantage of academic support services provided by the college by agreeing to and following an academic plan. It is not sufficient to consult with a faculty advisor.

Academic Probation

A student is placed on Academic Probation after failing to meet the academic plan following a semester on Warning status. Students have two consecutively enrolled (this is defined as NOT including summer) semesters of attendance to raise their cumulative grade point average to a level that places them in good academic standing.

Students on Academic Probation will be notified in writing by the College and are required to report to the Advis- ing Center and can no longer report to his/ her faculty advisor. A student may appeal the Academic Probation. Please refer to the section below concerning the Appeals Process.

A student who does not raise his/her cumulative grade point average to the level of good academic standing after two consecutively enrolled semesters of attendance will be suspended for one semester.

Academic Suspension

Once a student has been placed on Academic Suspension, he or she will not be allowed to enroll in any classes for one semester. After the suspension period has expired, a student may apply for readmission to the College. The returning student must meet with a member of the Advising Center staff and discuss the specific steps to help ensure academic success. It is not sufficient to meet with his/her faculty advisor. The returning student will be placed on probation upon returning to RCC and must comply with all the components of Academic Probation, the academic plan, and achieve a term GPA of 2.5. A student may appeal the Academic Suspension. Please refer to the section below concerning the Appeals Process.

Students on academic warning, probation, or suspension will be notified in writing by the Office of Academic Advising at the conclusion of each semester. Students should be aware that their academic standing will be noted on the official transcript.

Suspension and Appeals Process

Students placed on Academic Suspension as a result of poor academic performance may file an appeal before the start of the semester in the Advising Center. Appeals will be heard for special or unusual circumstances that have negatively impacted the student's academic performance.

It is the student's responsibility to present factual information with documentation to the Dean for Student Life for the reason that s/he should be readmitted. The Dean for Student Life or designee will carefully review the information and documentation. The decision will be either granting the readmission, or denying the student permission to re-enroll.

Academic reinstatement does not automatically reestablish eligibility for Financial Aid. Please refer to the Financial Aid Satisfactory Academic Progress Policy for more information on the Financial Aid Appeals process.

The decision of the Dean for Student Life or the designee is final.

Appeal Forms can be obtained from the Advising Center.

Attendance

Students are expected to attend all scheduled class meetings. The course syllabus will include the instructor's attendance policy. Students must contact the instructor if they are unable to attend class. Students are responsible for all coursework during an absence. Instructors are not required to assign make-up assignments, exams, or extra credit. Excessive absences will have a negative effect on students' ability to meet the course objectives, and may result in a failing grade. Roxbury Community College supports and enforces the attendance policy as stated on every course syllabus.

Students who have missed, or know that they will miss, more than three consecutive classes due to illness should contact their dean and academic/ faculty advisor. Upon receipt of documentation regarding the illness, the dean will notify the appropriate faculty in writing that the student's absence was due to a documented illness.

Change of Academic Major

To change your major:

1. Obtain a Change of Major Form from the Registrar in the Enrollment Center or Academic Advising.
2. Meet with your academic faculty advisor to discuss the change of program.
3. Complete the Change of Major Form and obtain the appropriate signatures.
4. Return the completed form to the Registrar's Office in the EnrollmentCenter.

NOTE: You may not register for courses in the new Program of Study until the form has been processed by the Registrar. When a major change is approved, you must meet all graduation requirements in effect at the time of the major change. Please be aware that a major change may lengthen the time needed to complete graduation requirements, and may affect financial aid eligibility.

Change of Name and/or Address

If you change your name or address while enrolled at the College, you must complete a Change of Name/Address form, which is available at the Registrar in the Enrollment Center.

Enrollment Certification

Enrolled students who require verification of enrollment for payment of tuition and fees or insurance purposes must obtain a Request for Certification Form available at the

Registrar in the Enrollment Center. The processing time for certifications is three-to-five business days. Certifications are stamped with the official school seal and placed in a sealed envelope. Certifications may be forwarded directly to a third party if requested by the student. There is no fee for this service.

Loan Deferment Certification

Students who have student loans from other institutions may submit their loan deferment forms to the Registrar in the Enrollment Center for enrollment verification. You may only be certified for current or previous semesters in which they were registered. There is no fee for processing loan deferment forms.

Transfer Credits

Students who have attended another college may apply transfer credits toward a degree program at Roxbury Community College. The following criteria must be met:

1. The course must be required in the student's course of study or fulfill a general education requirement.
2. A grade of "C" or higher was earned at a regionally accredited college or university.
3. Passing "P" grades will be accepted for transfer credit only as general elective credits when a student can demonstrate that the "P" grade is equivalent to a "C" or higher.
4. Credits earned five years and/or Science credits earned three years prior to enrollment at Roxbury Community College are not accepted for transfer credit unless approved by the Vice President of Academic & Students Affairs at Roxbury Community College.

Transcript Requests

Transcripts are available in the Registrar's Office in the Enrollment Center for a fee of $10.00. A Transcript Request Form must be completed and submitted. Allow 5 business days for processing requests. Transcripts will not be released if you have outstanding financial obligations to the College.

MyRCC

MyRCC is a student portal information system (part of the College's administrative implementation of Jenzabar's Internet Campus Solution (JICS)). MyRCC provides a single point of access for students for communications, web services, community building, and e-learning applications. It allows students to:

- Register for (Add) courses
- Drop courses
- View personal course schedule
- Search for courses meeting certain criteria
- View a complete course schedule
- Update address and other personal information
- Download course materials
- View/print unofficial transcript
- View account balance
- View grades/GPA

Logging into MyRCC

Go to the Roxbury Community College homepage and click on the MyRCC link at the top of the screen. (Or go directly to the MyRCC homepage by entering *http://myrcc.rcc.mass.edu* in the browser address window.)

- Type in your User ID and Password, then click on Login.
- Your password is a unique set of letters and numbers. Obtain your Password from the Academic Advising Office or your advisor or by entering the MyPasswords area (see MyPasswords on the next page).

BEST PRACTICE: We recommend that you change your default password to something more secure and something you will remember. Once you have logged in, you can change your password under Personal Info — Password.

MyPasswords

Students can login to MyPasswords with personal information that is unique to them:

RCC student ID, date of birth, and the last 4 digits of SSN. Please direct new students and returning students who do not know their login information to the MyPasswords application.

To access MyPasswords:

- Go to the Roxbury Community College homepage and click on the MyRCC link at the top of the screen. (Or go directly to the MyRCC homepage by entering http://myrcc.rcc.mass.edu in the browser address window.)
- On the MyRCC homepage, click on the Start Here link under the Quick
- Links header on the left side of the screen.
- Fill in the required information. MyPasswords will provide you with all of your login information for the common software systems for students on campus, including MyRCC, RCC email and Pharos.

PLEASE NOTE:

- For new students it still will take 24-48 hours after they are admitted to generate/display their login information.
- If a student has changed their default password(s) and forgotten them, they need to go to the specific application login page and click on the “Forgot my password” or “Help me login” link. MyPasswords only provides the original default password.
- As a safety precaution, the MyPasswords report will automatically logout after 5 minutes of inactivity.

RCC Student E-mail

The RCC student e-mail system uses Office 365. Within Office 365, you will be able to access Email, use Microsoft Office Suite (Word, Excel, Powerpoint, etc.), access your calendar and other O365 tools available within Office 365. All RCC students are assigned a unique RCC student email account using the domain name …@roxbury.edu (i.e. [username]@roxbury.edu). A student’s username is usually – but not always – their first initial+last name. The [username]@roxbury.edu account is the student’s official RCC email address. This is the only address which the college will use to communicate important school information. This is RCC’s official electronic messaging system for students and only e-mail the college will use to communicate important school information.

NOTE: E-mail accounts for new students may take up to 48 hours to become active.

Logging into your RCC Student E-mail

To access your RCC student e-mail, follow the steps below.

- Go to the Roxbury Community College Homepage.
- Click on the “MyRCC” link at the top of the screen
- Click on the “Student Email” link under the Quick Links header to the left of the screen.
- Enter your student email address and your password, then click on the Sign In button.
- Your default password for your email is rcc + student ID. For example, if
- your student ID is 12345, your password is rcc12345.

BEST PRACTICE: We recommend that you change your default password to something more secure and something you will remember. Once you have logged in, you can change your password under your e-mail Settings - Accounts.

For more information and instructions on how to use the RCC student e-mail system *https://support.google.com/mail/*

eLearning

Jenzabar eLearning is a web-based Learning Management System fully integrated with the college’s student information system. ELearning provides the platform for delivering course materials and content for students to enrich the learning experience. Faculty can track and update student grades, schedule coursework, track attendance and deliver a variety of content to students. Forums provide the interaction between students and instructors through real-time chat or real-time collaboration space.

Printing (Pharos system)

Pharos is the name of the college’s Print Management System which allows registered students access to computers and printers across the RCC campus.

FINANCIAL AID

http://www.rcc.mass.edu/financial-aid/how-to-apply

The Office Financial Aid at Roxbury Community College assists students and their families in meeting the costs of a college education. Roxbury Community College participates in a wide range of federal, state, and private financial aid programs. Students should be aware that all institutions, including Roxbury Community College, are subject to adjustments in funding allocations from both the Commonwealth of Massachusetts and the United States Department of Education.

How to Apply

Complete your Free Application for Federal Student Aid (FAFSA) using your FSA ID. Apply at www.fafsa.gov

Your application for financial aid will be reviewed once it is submitted and you have been accepted into a qualified academic program.

The email you provide on your FAFSA application will be used to notify you of any documents needed to complete your financial aid. Once you have registered for classes, you will be assigned an RCC email. Please monitor your RCC email for financial aid notifications and updates.

Please remember to reapply for aid every year. The State of Massachusetts priority deadline is May 1st, so complete your FAFSA as early as possible. While you should try to meet this priority deadline, you will still receive the full amount of federal aid each year. Remember your FSA ID and Password, you will need it often.

Approximately 30% of all students are chosen by the Department of Education to complete a process called Verification. If you are chosen for Verification we cannot complete your financial aid award until we have collected and reviewed your documents. Mark all documents clearly with your name and RCC student ID number.

Keep copies of everything.

Processing of applications and awarding begins in late April for new students and every June for returning students.

Eligibility

Make sure you are eligible to receive financial aid. To receive federal, state, and institutional financial aid, you will need to:

- Have a high school diploma or GED
- Be enrolled in an eligible degree or certificate program
- Be registered with Selective Service, if required
- Have a valid Social Security number
- Not be in default on a federal loan or owe a repayment on a federal grant at any institution
- Not have been convicted of possessing or selling illegal drugs while receiving federal and state aid
- Be a U.S. citizen or eligible noncitizen
- Maintain satisfactory academic progress

State and private financial aid programs may have other requirements. The Office of Financial Aid looks forward to working with you. Services are available by appointment and walk-in.

Satisfactory Academic Progress

Students using federal financial aid (Pell) must demonstrate satisfactory academic progress. Therefore, a student may be eligible to maintain enrollment in their program of study, but not be eligible for Financial Aid.

BUSINESS OFFICE

Payment - Tuition and Fees

Students are responsible for all tuition and fees at the time of registration. Students must pay all bills before the first day of classes, or have verifiable financial aid or payment plan arrangements in place. Students are able to view their balance online 24/7 by using Roxbury Community College's online portal: *https://myrcc.rcc.mass.edu/ics*. In addition, current students receive an emailed, weekly billing statement from Nelnet, the college's third party billing vendor.

Roxbury Community College (RCC) accepts payments by Personal Check, Money Order, Travelers' Checks, VISA, MasterCard, AMEX or Discover. RCC also accepts employer, union and other third party payers. Please make sure to bring the documentation from your third party payer to the Business Office when settling your student account.

Students using financial aid must complete all required documentation including submitting the FAFSA prior to the beginning of the term in order to have financial aid hold their classes. Students are considered cash payers until the financial award is approved.

Payment plans are available through Nelnet. For specific information about the payment plans, contact the Business Office at (857) 701-1250.

Health Insurance

Student registered for nine (9) or more credits are charged the health insurance fee as required by the Commonwealth of Massachusetts. Students who have health coverage may waive the health insurance charge.

Students must log in to *https://www.gallagherstudent.com/students*. Sign in or register on the website and fill in the applicable information and a confirmation email shall be sent to you by Gallagher. Please keep a copy of your confirmation email for your records. Send Health Insurance inquiries to *rccstudent@gallagherstudent.com* or call (877) 320-6857.

If you do not waive your health insurance by the deadline, you will be responsible for the health insurance charge and any other fees or charges associated with the student account.

Refund Policy

The schedule of refunds for tuition and general college fees outlined in this page only applies when a class has been formally dropped, as established by the Enrollment Services Center. Application and Registration fees are non- refundable. Lack of attendance or course abandonment, does not constitute a drop or withdrawal, and the student will be responsible for the full balance.

Refund policy rules

There will be no refunds/adjustments for classes in which a student has registered for and not attended. Once a student's enrollment has gone past the ADD/DROP date, there are no refunds.

The Refund Policy applies to tuition and fees for all students who register for one or more courses at RCC. This policy goes into effect on the first day of classes for each semester. You may add or drop classes during the ADD/DROP period without charge, except for the registration fee which is non- refundable. The official start and end dates of the ADD/DROP period can be found online at *http://www.rcc.mass.edu/academics/academic-calendar* listed as "Last Day for Schedule Changes".

Tuition Waivers

Several kinds of tuition waivers are available to Roxbury Community College students. These waivers include, but are not limited to, members of the National Guard, Veterans, Senior Citizens, Native Americans, State Employees, and Awards of the State. In order to receive a tuition waiver, you must present the waiver at the time of registration or before the first day of class. If you present the waiver after the first day of class, the College will make no adjustment. The Commonwealth of Massachusetts does not fund all courses; therefore, the use of certain waivers for those unfunded courses will be restricted.

Students with approved tuition waivers, tuition remissions, or tuition vouchers may register on a space-available basis, and fees must be paid. Tuition waivers, tuition remission, or tuition vouchers do not apply to special programs, seminars, or private instruction administered by the Division of Continuing Education (DCE). Also, certain tuition waivers, which apply to the state supported day division, do not apply to the Division of Continuing Education programs, including summer and winter sessions.

Billing Error or Dispute

Errors or disputes about a bill should be submitted in writing immediately within 30 days of finding the error, and allow applicable time to resolve/research any discrepancies (7-10 business days). Administrative, clerical, or technical billing errors do not absolve a student of their financial responsibility to pay the correct amount of tuition, fees and other associated financial obligations assessed as

a result of your registration and/or grades received at Roxbury Community College.

The written inquiry must include: name and student ID, a description of the presumed error, and the dollar amount of the presumed error. Send billing inquiries by e-mail to *businessoffice@rcc.mass.edu* or by mail: Roxbury Community College, Business Office, 1234 Columbus Avenue, Roxbury, MA 02120.

Returned Payments

Any declined payment by any financial institution of a check or Web Payment (ACH) issued to Roxbury Community College will result in the assessment of a $25.00 returned payment service charge. If this occurs, all future payments to Roxbury Community College must be made with guaranteed funds (credit card, cashier's check, money order, or cash). Personal checks will not be accepted.

Failed Payment Arrangements

Failure to comply with the terms of any payment plan or agreement you sign with Roxbury Community College may result in a student's ability being forfeited to register for future payment plans.

Financial Holds

Students who have not met their financial obligations will be placed on Financial Hold. This Financial Hold will prevent students with outstanding balances from registering for future classes, and requesting transcripts.

Collection Agency Fees

If a student fails to fulfill their financial obligations by not paying any monies owed Roxbury Community College by the scheduled due date, and fail to make acceptable payment arrangements to bring their account current, Roxbury Community College may refer their delinquent student account to a collection agency pursuant to MGL C.7A and 815 CMR 9.00. A student is responsible for paying the delinquent account and any collection agency fees, including reasonable attorney's fees, necessary for the collection of a delinquent account.

Intercept Program of the Commonwealth of Massachusetts

A delinquent student account may be referred to the Intercept Program of the Commonwealth of Massachusetts which intercepts state tax refunds and lottery winnings as authorized by MGL C.62D and C.7A.

INSTITUTIONAL POLICIES

Affirmative Action

Non-discrimination requires the elimination of all existing unlawful discriminatory conditions, whether purposeful or inadvertent. Roxbury Community College is continuing to systematically examine all policies and procedures to be sure that they do not, if implemented as stated, operate to the detriment of any person on the basis of a protected classification. The College shall require that the practices of those responsible in matters of employment and education, including all supervisors and faculty, are non-discriminatory. Should the College discover discrimination in treatment or effect in any employment, educational or service decision, action, inaction, or practice within the College, all appropriate corrective and/or disciplinary actions shall be taken under the direction of the President of the College subject to any applicable collective bargaining agreement or other policy or procedure of the College.

Roxbury Community College is committed to a policy of Affirmative Action, equal opportunity, equal education, non-discrimination, and diversity, thereby providing a learning, working, and living environment for its students, employees and other members of the College Community, which values the diverse backgrounds of all people. The College believes that the diversity of socio-economic, racial, ethnic, religious, gender, sexual orientation, age, and disability backgrounds of members of the College Community enriches the institution and its various constituencies. The College will not tolerate behavior based on bigotry, which has the effect of discriminating unlawfully against any member of their communities.

Roxbury Community College is committed to providing equal access to educational, co-curricular, and employment opportunities at the College for all applicants, students, and employees in compliance with all applicable laws, regulations, and policies. All benefits, privileges, and opportunities offered by the Colleges are available to all students, employees and other persons having dealings with the institutions on a non- discriminatory basis.

The complete text of this policy is in the office of Human Resources, and may be found online at *http://www.rcc.mass.edu/about-us/policies-procedures* or in the "Affirmative Action, Equal Opportunity, and Diversity" link at the bottom of the MyRCC main page.

Children on Campus

Unattended children are not permitted on campus. Children should not accompany their caregivers to testing, classroom, or laboratories while classes are in session. If you need assistance identifying dependable day care, the Project Access at RCC Office may be able to assist.

Information Technology

A. Background

Roxbury Community College has invested significant resources to create a modern information technology infrastructure to support the pursuit of excellence in the College's missions of teaching, learning, and service to the greater Roxbury community. The opportunity to benefit from the use of these systems is important to all members of the College community. To preserve this opportunity for the full community, each individual faculty member, staff member, and student must comply with institutional and external standards for acceptable use of these shared resources. Although modest personal use of College-supplied technology resources may improve the skills of individual users and otherwise contribute indirectly to the College's mission, these resources should be used primarily for College-related educational and administrative purposes. By using College information technology facilities and resources, users agree to abide by all related College policies and procedures, as well as applicable federal, state, and local law. Violations may result in College disciplinary action or referral to appropriate external authorities.

The College's IT acceptable use policy is designed to protect employees, partners, and the College against internal and/or external exposure of confidential information, malicious activity, including the compromise of systems and services, legal issues, financial loss, and damage to reputation by individuals, either knowingly or unknowingly.

B. Scope of Policy

This acceptable use policy applies to all users of College information technology (IT) resources. This includes the resources under the management or control of the Information Technology Department (IT). Definitions to be used in this policy include the following:

- A "user" is defined as any individual who uses, logs into, or attempts to use or log into, a system; or who connects to, or attempts to connect to or traverse, a network, whether by hardware or software or both, whether on campus or from a remote location. The term "user" thus includes faculty, staff, students, consultants, and other customers.
- "Information technology resources" are those facilities, technologies, and information resources required to accomplish information processing, storage, and communication, whether individually controlled or shared, stand-alone or networked. Included in this definition are all classroom technologies, communication devices and services, such

as, but not limited to, computers, printers, modems, e-mail, fax transmissions, video, multi-media, instructional technologies, and administrative systems policy.

C. Security and Privacy

The same principles of academic freedom and privacy that have long been applicable to written and spoken communications in the College community apply also to electronic information. The College cherishes the diversity of perspectives represented on this campus and, accordingly, does not condone either censorship or the casual inspection of electronic files.

The College employs various measures to protect the security of its computing resources and of its user accounts. Users should be aware; however, that the College cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing passwords regularly. The College respects encryption rights on its networks and may itself encrypt information and transactions when secure confidentiality is an obligation.

Users should also be aware that their use of College computing resources is not completely private. While the College does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the College's computing resources require the backup of data and communication records, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service. The College may also inspect files or monitor usage for a limited time when there is probable cause to believe a user has violated this policy. Inspections or monitoring related to violations of this policy must be authorized in advance by the Chief Information Officer or by the Chief Information Officer's designee, in consultation with College counsel. Such inspections or monitoring will be conducted with notice to the user, unless, after consultation with College counsel, it is determined that notice would seriously jeopardize substantial interests of the College or of third parties. In addition, a supervisor or principal investigator may find it necessary to retrieve a file of assigned work by inspection without notice when an employee is unavailable for timely consultation.

In addition, users should be aware that their right to privacy in electronic records may be subject to the College's obligation to respond to subpoenas or other court orders, reasonable discovery requests, and requests for documents pursuant to Commonwealth of Massachusetts laws. College administrative records are subject to public record requests, unless an express exception recognizes the confidentiality of the material. By statute, public records include all "records, documents, tape or other information, stored or preserved in any medium," whether generated by College administrators, faculty, or staff. Although it is the College's position that personal electronic files of faculty, staff, and students are not ordinarily to be considered "public records," users should be aware that a court of law, and not College officials, may ultimately decide such issues.

D. Individual Responsibilities

D1. Use resources appropriately. Uses that interfere with the proper functioning of the College's information technology resources are prohibited. Such inappropriate uses would include but are not limited to insertions of viruses into computer systems, tapping network or running a "sniffer" program, e-mail abuse, Internet abuse, chain letters, destruction of another's files, use of software tools that attack IT resources, violation of security standards, and the like.

Sending and receiving e-mail involves the same responsibilities and approach as would be used when sending or receiving any other form of communication - written or printed mail, fax, telephone call, etc. In general terms, anything that might be unacceptable, and possibly illegal, in other forms of communication will be equally unacceptable and possibly illegal online. E-mail abuse is defined as:

- Sending frivolous or excessive messages, including junk mail, "spamming", chain letters, and other types of unsolicited messages;
- Sending unauthorized broadcast or mass e-mail messages; interfering with the normal operation and availability of electronic communication systems and services such as e-mail;
- Sending messages that contain offensive, obscene, or otherwise objectionable material.

Internet abuse is defined as use of College provided Internet services for viewing, sending, or retrieving any of the following:

- Pornographic material.
- Commercial or for-profit purposes.
- Personal and private enterprise.
- Personal advertisement or political lobbying.
- Actions that would destroy, modify, or abuse hardware and software.
- Actions that would overload the system bandwidth, such as the downloading of music files.
- Infiltration of a computer or computing system for any reason.
- Roxbury Community College reserves the right to monitor Internet use, and determine if specific uses are consistent with these

acceptable use practices. Users should also be advised that, in addition to being a violation of College rules, certain computer misconduct is prohibited under Massachusetts General Laws, c.266 subsection 33 (a) and 12 (f) and is, therefore, subject to criminal penalties. Such misconduct includes knowingly gaining unauthorized access to a computer system or database, falsely obtaining electronic services or data without payment of required charges, and destroying of electronically processed, stored, or in–transit data.

D2. Respect the rights of others. Interference with the ability of other users to make appropriate use of the resources is prohibited. Such inappropriate uses include, without limitation, invading the privacy of another's files or otherwise gaining unauthorized access to the files of another. Such uses would include but are not limited to denial of service attacks, misrepresentation, forgery, use of software tools that attack IT resources, and the like.

D3. Adhere to data access policies. Accessing restricted data without permission or need to know is prohibited. Where access to restricted data is permitted, use of such data shall be limited to the purpose for which access was authorized. Secondary use of College data subject to access restriction, without adhering to the restrictions, is also not permitted.

D4. Adhere to software licenses. Persons loading software on any College computer must adhere to all licensing requirements for the software. Except where allowed by College site licenses, copying software licensed for College use for personal use is a violation of this policy. Users are responsible for adhering to agreements for databases licensed by the College.

D5. Avoid personal use. Information technology resources, particularly e-mail, shall not be utilized for personal use, commercial gain, for charitable solicitations, for personal political activities, such as campaigning for candidates for public office, or for lobbying of public officials. For purposes of this policy, "lobbying" does not include individual faculty or staff sharing information or opinions with public officials on matters of policy within their areas of expertise.

D6. Use College name as authorized. Unless authorized to speak for the College, users should avoid creating the impression they are doing so. Users shall take appropriate steps to avoid the possible inference that communication of a message via the College e-mail system or posting to an electronic forum connotes official College authorization or endorsement of the message.

D7. Obey external laws. Information technology resources shall not be used in a manner that violates federal, state, or local law, including without limitation the federal requirement that the College provide employment and educational environments free from race-based or gender-based hostility, state criminal laws forbidding harassment, exhibition of obscene materials to minors, rental or sale of hard core pornography, official misconduct, computer crime, and federal and state copyright and fair use laws.

D8. Adhere to security requirements. Users will not share their network ID and password with any other user or unauthorized person on or off campus.

Administration and Enforcement

RCC's Information Technology department is charged with communicating this policy to the user community to ensure the appropriate use of these resources. Requests for interpretation of the policy as applied to particular situations may be directed to the appropriate College administrator, such as the Office of Human Resources, IT, or to the Office of the Community College General Counsel.

Reports of apparent violations of the policy may be made to IT, to an employee's supervisor, the Human Resources Department or, in the case of a student, to the Office of the Dean of Student Life. Where violations of law are alleged, College Security Office or the Office of the Community College General Counsel should be contacted. In most instances, concerns of possible violations of this policy will be addressed informally by discussion or admonition. Where sanctions are appropriate, they may include a formal reprimand, loss of user privileges for a definite or indefinite period, termination of employment, or, in the case of a student, probation, suspension, or expulsion from the College.

A Supervisor, Department Manager, Dean, or Vice President will address violations of this policy by staff members and have full authority to sanction an immediate stop to the actions in question. Appeals from any formal disciplinary action taken against a unit professional staff member will be governed by their specific contractual grievance procedure. The Complaint Procedure of the Board of Higher Education Non-Unit Professionals Personnel Policies will govern non-unit staff. The Dean of Student Life will address violations of this policy by students.

Disclaimer

The College makes no warranties of any kind, whether expressed or implied, with respect to the information technology services it provides. The College will not be responsible for damages resulting from the use of communication facilities and services, including, but not limited to, loss of data resulting from delays, non-deliveries, missed deliveries, service interruptions caused by the negligence of a College employee, or by the user's

error or omissions. Use of any information obtained via the Internet is at the user's risk. The College specifically denies any responsibility for the accuracy or quality of information obtained through its electronic communication facilities and services, except material represented as an official College record. The College also does not accept responsibility for removing material that some users may consider defamatory or otherwise offensive. Users should be advised, however, that dissemination of such material may subject them to liability in other forums.

CORI Policy

In order for a student to be eligible to participate in an academic, community, or clinical program that involves potential unsupervised contact with children, the disabled, or the elderly, the student may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities. The College is authorized by the Commonwealth's Criminal History Systems Board pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records. The College shall refer to regulations issued by the Commonwealth's Executive Office of Health and Human Services, 101 Code of Massachusetts Regulations 15.00-15.16, as guidance when assessing a student's CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

SORI Policy

In addition to the review of student's CORI for particular programs, Roxbury Community College may now also access a student's Sex Offender Registry Information (SORI). For additional information or clarification, students should contact the Dean of their program.

For more information regarding the College's CORI/SORI check process, please contact Human Resources, Building 3, Room 455.

College Procedures for Responding to Reports of Sexual Assault

Title IX

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Title IX has evolved to include comprehensive sexual misconduct policies. These policies offer protections and support to all people on campus, all genders, and all who experience sexual harassment, assault, relationship violence, and stalking.

If you want to learn more about your rights, or if you believe that a school district, college, or university is violating Federal law, you may contact the

U.S. Department of Education, Office for Civil Rights, at (800) 421-3481 or ocr@ed.gov. If you wish to fill out a complaint form online, you may do so at: *https://www2.ed.gov/about/offices/list/ocr/complaintintro.html*.

Consent

Consent must include explicit communication and mutual approval of the sexual activities in which the parties are involved. Each person involved in the sexual activity must willingly and knowingly engage in the activity. As a result, consent cannot be given due to physical force, intimidating behavior, threats, or coercion. Further, consent cannot be given by an individual who is incapacitated. For example, consent cannot be given by those incapacitated by alcohol or drugs, or by individuals who are unconscious. Please reference the following link for a simple explanation of consent *https://www.youtube. com/watch?v=fGoWLWS4-kU*

Violence

Domestic violence is defined as a pattern of coercive and controlling behaviors and tactics used by one person over another to gain power and control. This may include verbal abuse, financial abuse, emotional, sexual, and physical abuse. Domestic violence occurs in heterosexual as well as same-sex partnerships and crosses all ethnic, racial, and socio-economic lines.

In Massachusetts, "domestic violence" refers to abuse committed by a member of a family, a household, or an intimate partner against another member of the family, household, or against the intimate partner. "Abuse" is defined as the occurrence of one or more of the following acts: attempting to cause or causing physical harm placing another in fear of imminent serious physical harm causing another to engage involuntarily in sexual relations by force, threat, or duress "Family or household members" are persons who: are or were married to one another are or were residing together in the same household are or were related by blood or marriage having a child in common regardless of whether they have ever married or lived together are or have been in a substantive dating or engagement relationship, which shall be adjudged by district, probate, or municipal courts in consideration of the following factors:

(1) the length of time of the relationship; (2) the type of relationship; (3) the frequency of interaction between the parties; and (4) if the relationship has been terminated by either person, the length of time elapsed since the termination of the relationship.

Campus SaVE Act

While the Campus SaVE Act differentiates between domestic violence and dating violence for reporting purposes, there is no specific statutory definition or crime of "dating violence" in Massachusetts other than what might exist within Massachusetts domestic violence law. Throughout the Title IX website, we use the term "relationship violence" to encourage the broad conceptual understanding of domestic violence, including dating violence.

Stalking, as defined in Massachusetts, is a willful and malicious pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, or the making of a threat with the intent to place the person in imminent fear of death or bodily injury.

(Massachusetts General Law c. 266, § 43)

Sexual Harassment

Sexual harassment consists of unwelcome verbal, nonverbal, and/or physical behavior of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; and/or (2) submission to, or rejection of, such conduct by an individual is used as a basis for academic or employment decisions affecting that individual; and/or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating a sexually intimidating, hostile, or offensive employment, educational, or living environment. Sexual harassment incidents can involve a male harasser and a female victim, a female harasser and a male victim, or members of the same gender. Sexual harassment also can take place on the basis of gender identity or sexual orientation. Sexual harassment explicitly includes rape, sexual assault, and all other forms of sexual violence.

Roxbury Community College is committed to providing and promoting an educational environment and workplace that is free of sexual harassment. Sexual harassment of students or employees occurring in the classroom or the workplace is unlawful and will not be tolerated by the College. Any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is also unlawful. To maintain our goal of providing a workplace and campus that is free from sexual harassment, this policy provides a procedure by which inappropriate conduct will be dealt with, if encountered by students or employees.

Allegations of sexual harassment will be taken seriously, and will be responded to promptly. Complaints of sexual harassment and inappropriate conduct will be investigated in a timely manner and the College will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Retaliation is adverse employment or educational action against a person who: files claims, complaints, or charges under the campus procedures, or under applicable local, state, or federal statute, who is suspected of having filed such claims, complaints, or charges has assisted or participated in an investigation or resolution of such claims, complaints, or charges has protested practices alleged to be violated of the non-discrimination policy of WSU, the Board of Higher Education, or a local, state, or federal regulation(s) or statute(s) Retaliation, even in the absence of provable discrimination in the original complaint or charge, constitutes as serious a violation of WSU policy as proved discrimination under the original claim, complaint, or charge.

Bystander Intervention

Every person can have an impact in preventing sexual assault and relationship violence. Each of us can send a clear message that it will not be tolerated, downplayed, or joked about, and that we, as a community, will react decisively if it does happen. We can talk about sexual assault and relationship violence and teach others that it is never OK. We also can continue to educate ourselves and others about the issues, starting with reviewing the following: - See more at: *https://www.worcester.edu/Title-IX-Bystander-Intervention/*

Sexual Violence – Victim's Rights and Information

The following information is provided to assist members of the College community with understanding the rights, protections and services available to victims of sexual violence.

What is Sexual Violence? - Sexual violence is defined under the Board of Higher Education/Massachusetts Community Colleges' Policy on Affirmative Action, Equal Opportunity & Diversity ("Policy on Affirmative Action") and includes rape, acquaintance rape and sexual assault. Sexual violence may also include "intimate partner violence" such as stalking, dating violence, or domestic violence. Sexual violence is prohibited under Title IX of the Educational Amendment Act of 1972, state law and the Policy on Affirmative Action.

Reporting Complaints of Sexual Violence - A victim of sexual violence has the right to file (or not file) an Affirmative Action Discrimination Complaint Form with the College. The process for filing a complaint is outlined under the Policy on Affirmative Action's Complaint Procedure. For more information or assistance with filing a complaint, please contact the College's Title IX Coordinator. If the Title IX Coordinator is the subject of a complaint, the President shall designate another College official to administer the Complaint Procedures. A victim may also choose to file a criminal complaint, in which case the Title IX Coordinator and/or Campus Security can assist the

victim with that process. Reporting the incident to the Title IX Coordinator or Campus Security does not obligate the victim to file criminal charges.

If you or someone you know is the victim of a sexual assault, the victim has several rights, including, the right to report the incident to the Public Safety or local authorities, such as Boston Police. The College, through its Campus Security Authorities (CSAs) will also assist those who are victimized in notifying either Public Safety or the local police. Filing a report with Public Safety, a CSA or a police report does not mean those victimized must pursue criminal charges. The victimized maintains his or her rights throughout both the internal and external processes.

In addition to the campus services to follow, several community service organizations can provide counseling, mental health, and other related services to sexual assault victims.

College's Investigation - The College is obligated to investigate allegations of sexual violence, even if the alleged victim chooses not to file a formal complaint and/or participate in the investigation. Additionally, a complaint filed in another forum, including a criminal or civil complaint, shall not delay the College's investigation of a complaint of sexual violence. The College shall promptly and thoroughly investigate all such allegations in accordance with the Policy on Affirmative Action. The College may also institute protective measures, such as a no-trespass order, restricted access to campus, adjusted class or work schedule, or a leave of absence, during the investigative process and/or upon completion of the disciplinary process. A person found to have committed an act of sexual violence shall be subject to disciplinary action, up to and including suspension, expulsion, or termination from the College, as well as criminal prosecution.

Victim Identification - Personal identifiable information about a victim will be treated as confidential and only shared with persons with a specific need to know and/or who are investigating and/or adjudicating the complaint, delivering resources or support services to the victim or as public safety requires. The College does not publish the names or other identifiable information of victims in the Campus Security Department's Daily Crime Log, in any Timely Warnings issued or online. In accordance with the Family Educational Rights and Privacy Act, a victim may request that no directory information maintained by the College be released absent his/her prior, written consent.

Prohibition on Retaliation - The College prohibits retaliation against any person who presents a formal or informal complaint of sexual violence or who testifies or offers evidence connected with a complaint. Retaliation is a violation of the Policy on Affirmative Action and could result in disciplinary action, up to and including expulsion or termination from the College.

Protections for Victims of Sexual Violence - A victim of sexual violence shall:

- Be provided with a copy of the College's Sexual Violence – Victim's Rights and Information;
- Have the right to, or not to, seek assistance from campus administration or campus law enforcement;
- Not be discouraged by College officials from reporting an incident to both on-campus and off-campus authorities;
- Be provided assistance in contacting local law enforcement if requested and have the full and prompt assistance and cooperation of campus personnel should a civil and/or criminal complaint be pursued;
- Be free from any suggestion that they somehow contributed to or had a shared responsibility in the violent act;
- Receive the same level of support at any proceeding before College officials as is permitted to the accused party, including the presence of a representative during any disciplinary proceeding and the right to be notified in a timely manner of the outcome of such proceedings and any appeal right available;
- Receive full and prompt cooperation from College personnel in obtaining and securing evidence (including medical evidence) necessary for any potential criminal proceedings;
- Have access to existing College counseling and medical professionals, victim support services, and to obtain referrals to off-campus counseling and support services if desired;
- Be permitted to attend classes, work and participate in College activities free from unwanted contact or proximity with the accused individual(s) insofar as the College is permitted and able;
- Be permitted to request changes to an academic schedule if such changes are requested by the alleged victim and are reasonably available; and
- Be informed of any no-contact or no-trespass orders issued to the accused by the College and the College's commitment to honor any court-issued restraining or protective orders, to the extent permitted by law.

Recommended Procedures for a Victim of Sexual Violence - For a person subjected to an act of sexual violence, there can be time-sensitive decisions to make about sexually transmitted infections, pregnancy, and collecting physical evidence in the event of prosecution. Therefore, victims of sexual violence are advised to:

- **Protect Yourself and Get Medical Attention -** Find a safe place as soon as possible and seek medical attention immediately. Injuries and exposure to dis-

ease may not be immediately apparent. A medical examination can provide necessary treatment and collect important evidence. It is recommended that a physical exam be conducted within 72 hours of the incident. Submitting to a physical exam does not mean that a victim is required to press charges. This action merely preserves the option to do so. Designated College personnel can assist in providing transportation to the hospital.

- **Preserve Evidence -** It is important to preserve all physical evidence following an act of sexual violence. Physical evidence may be necessary in the event criminal prosecution is pursued. If possible, a victim should not to wash, eat, drink, douche, clean, use the bathroom, or change clothes. If clothes are changed, all clothes that were worn at the time of the incident should not be cleaned and should be placed into a clean paper bag.

Health and Support Services - Various health and support services are available on and off campus for victims of sexual violence. For information about such services, including counseling, please contact the Affirmative Action and/or Title IX Coordinator.

Rape Crisis Center Contact Information - The following is a list of Rape Crisis Centers in Massachusetts. As the following contact information may be subject to change, current contact information on rape crisis centers in Massachusetts can be found at the Commonwealth's Executive Office of Health and Human Services' Website under "Consumer" information at *http://www.mass.gov/eohhs/.*

Greater Boston Area	Telephone
Boston Area Rape Crisis Center, Cambridge	617-492-7273 Hotline 617-492-6434
Massachusetts Coalition Against Sexual Assault and Dom. Violence	617-248-0922
Boston Police Department/ EMS	9-1-1
Boston Police - Non-emergency	617-343-4200
MA Emergency Crisis Hotline	800-841-8371

College Disciplinary Action

If it is determined that a violation of this policy has occurred, the College will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment or expulsion from the College. Such disciplinary action shall be consistent with the appropriate collective bargaining agreement, where applicable.

State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with the governmental agencies listed below. Filing a complaint under this Policy does not prohibit you from filing a complaint with these agencies.

- **United States Equal Employment Opportunity Commission ("EEOC")**
  J.F. Kennedy Federal Building
  475 Government Center, Boston, MA 02203
  1-800-669-4000
- **Massachusetts Commission Against Discrimination ("MCAD")**
  Boston Office
  One Ashburton Place
  Room 601, Boston, MA 02108
  (617) 994-6000
- **The Office for Civil Rights, U.S. Department of Education Government Center**
  J.F. Kennedy Federal Building
  Room 1875, Boston, MA 02203
  (617) 289-0111 – TDD: (877) 521-2172

Student Suicide Prevention Protocol

The College recognizes that a student's physical, behavioral, and emotional health is an integral component of a student's academic success at the College. The purpose of the protocol is to protect the health and well-being of all students by having procedures in place to identify, assess the risk of, intervene in, and respond to suicidal behavior. The policy is activated when the College has actual knowledge that a student is actively engaged in suicidal behavior, has previously engaged in suicidal behavior while enrolled at the College or recently before matriculation, or has stated plans or intentions to commit suicide. A student who engages in any of these behaviors may be required to comply with the College's Re-Entry Policy before being permitted to resume classes. The Student Suicide Prevention Protocol is administered by the Dean of Student's Office and copies of that policy or the College's Re-Entry Policy are available in the Dean's Office.

OFFICE OF STUDENT LIFE

Academic Building 3, Room 201

Clubs and Organizations

The College recognizes that significant learning occurs outside the classroom. Through the Office of Student Life, cultural, social, and recreational activities offer opportunities for students to share their ideas and experiences with one another in an atmosphere of acceptance and tolerance. All student clubs and organizations are assisted in their development through the Office of Student Life. Roxbury Community College Activity Period is Tuesdays and Thursdays from 1:30pm to 2:45pm.

New clubs/organizations may be formed at the beginning of the Fall and Spring semesters. In order for a student club or organization to use the College name and facilities, you must submit an application for club recognition and have it approved by the Dean of Student Life. This form is available in the Dean's Office. Each club must have a faculty or staff advisor, must be open to all students, and perform within the policies of the College and the Constitution of the Student Government Association.

Bulletin Boards

Bulletin boards are located in every College building. Any material posted on College bulletin boards must be approved and stamped by the office of Student Life. Postings of unlawful, threatening, abusive, libelous, defamatory, and/or obscene material are prohibited. Any material not stamped, or any material that is posted in places other than bulletin boards (i.e., pillars, walls, and elevators), will be removed. All materials must be removed within 24 hours after the end of the activity.

Student Government Association

The Student Government Association (SGA) is comprised of up to 12 elected students, chosen each year by their peers, to act as the official representatives of the student body at Roxbury Community College. SGA represents students when issues and policies affect student life at Roxbury Community College, advises the College governance structure by serving on all College governance committees, and acts as liaison between the College administration and students. SGA assists in planning activities and overseeing the allocation of funds to recognized student clubs and organizations.

Student Government Association meetings are held weekly during the Tuesday activity period which is 1:30pm - 2:45pm. All students are invited to attend.

Student Commons

The Student Commons is located on the first floor of the Building 3. The Student Commons provides a gathering place for the College community.

Athletics

The Athletics Department offers students the opportunity to participate in intercollegiate, intramural, and recreational activities. Roxbury Community College is a member of the NJCAA Division III and offers men's and women's basketball, men's soccer, and men's and women's indoor and outdoor track & field. The Reggie Lewis Track and Athletic Center at Roxbury Community College also offers other recreational activities, including cardio, weights, a 200m indoor track and basketball courts. For team schedules or more information about the athletics program, please contact the Athletics Department in the Reggie Lewis Track and Athletic Center at (857) 701-1700.

Reggie Lewis Track and Athletic Center (RLTAC) Membership

All Roxbury Community College students may use the RLTAC.

The student will be issued a membership card for that semester (Fall or Spring), which can be renewed for subsequent semesters (Fall or Spring), when the student shows proof of registration. Otherwise, the membership will expire at the end of each semester.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Code of Conduct

Definitions

Administrative Disposition – A resolution of a complaint, which is mutually agreed upon by the CCO and the Accused Student. An administrative disposition shall result in an Accused Student waiving his/her right to a Judicial Board hearing or Appeal.

Appeals Officer – The College's Vice President of Academic and Student Affairs or designee.

Code of Conduct Officer (CCO) – The College Official charged with the responsibility of administering the College's Student Code of Conduct. A member of the Massachusetts Community College Council (MCCC) shall not be selected to serve as the CCO.

College Property – Includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College, including adjacent streets and sidewalks.

Complaint – An allegation of a violation of the Code of Conduct, which is filed with or by the CCO.

Day – As used in this policy, shall mean a calendar day. The number of days indicated at each level shall be considered as a maximum. All reasonable efforts shall be made to expedite the process, but the CCO may extend the time limits at his/her discretion with notice to both parties in writing.

Judicial Board – Members of the College community selected by the Code of Conduct Officer to conduct a hearing when it has been determined by the CCO that a violation of the Student Code of Conduct has occurred. Members of the Judicial Board shall act in a fair and impartial manner.

Student – Includes all persons taking courses at the College, both full-time and part- time, credit and non-credit. Persons who are not officially enrolled for a particular term but who have a continuing academic relationship with the College are considered "students".

Conflict of Interest

Any member of the Judicial Board, Grievance Committee, the Dean of Student Judicial Affairs or any member associated with Student Discipline or Student Grievance procedures must disclose any conflict of interest and recuse themselves from the process. In the case of the Dean of Student Life, he/she shall recuse (excuse) him/herself and refer the matter to the Vice President of Academic and Student Affairs Office for handling.

Disciplinary Offenses

A student shall be subject to disciplinary action under this policy for engaging in acts including, but not limited to:

- Physical violence.
- Threat of physical violence and any conduct that threatens and/or endangers the health or safety of any person.
- Creating or false reporting of bombs or other dangerous devices.
- Extortion - The use, or the express or implicit threat of the use, of violence or other criminal means to cause harm to person, reputation, or property as a means to obtain property from someone else without his/her consent.
- Unauthorized use of fire alarm or fire equipment.
- Unauthorized or illegal gambling.
- Hate crimes as defined under state or federal law.
- Hazing as defined under state or federal law.
- Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises.
- Conduct resulting in a violation of the College's Computer/Technology Acceptable Use policies, Email and Social Media policies and/or related Information Technology Resource policies.
- Failure to comply with the directions of a College official or law enforcement officer acting in the performance of their duties, including failure to identify oneself when requested to do so.
- Use, possession, manufacturing, or distribution of alcoholic beverages, or controlled substances, including marijuana, heroin or narcotics except as expressly permitted by law. Public intoxication is prohibited.
- Smoking any tobacco product or use of e-cigarettes, vaporizers or inhalers in violation of state law, including in any public buildings, and in any areas prohibited under College policy.
- Breach of peace; including disorderly, lewd, or indecent conduct, or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in, by the College.
- Defacement or destruction of College or personal property.

- Attempted or actual theft of College or personal property.
- Acting on or off-campus in a manner that substantially interferes with or disrupts the normal and/ or safe operation of the College, including but not limited to disrupting or interfering in the educational process, including teaching, advising, research, administration, disciplinary proceedings, public service or other College activities or functions.
- Verbal or physical harassment or intimidation.
- Any unauthorized use of electronic or other devices to make an audio or video recording of any person(s) while on College premises or participating in a College- related activity without the person's prior knowledge or without the person's effective consent due to intoxication, drug use, mental impairment or other conditions that may impair a person's ability to convey effective consent. This includes, but is not limited to, surreptitiously taking pictures of another person in a locker room or restroom.
- Acts of dishonesty, including but not limited to the following:
  - Forgery, alteration, or misuse of any College document, record, or instrument of identification;
  - Furnishing false information to any College official, faculty member or office; or
  - Disrupting or tampering with the election of any College recognized student organization.
- Acts of academic dishonesty, including but not limited to the following:
- Use of any unauthorized assistance in taking quizzes, tests, or examinations;
  - Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
  - The acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; or
  - Plagiarism, which is defined as the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Taking credit for work done by another person or doing work for which another person will receive credit. Copying or purchasing other's work or arranging for others to do work under a false name.
  - Abuse of the Disciplinary process, including but not limited to:
    - Falsification, distortion, or misrepresentation of information during the judicial process;
    - Disruption or interference with the orderly conduct of the judicial process;
    - Attempting to discourage an individual's participation in, or use of, the judicial process;
    - Attempting to influence the decision of a member of a Judicial Board prior to, and/or during the course of, the judicial proceeding;
    - Harassment (verbal or physical) and/or intimidation of a member of a Judicial Board, College official, party to a complaint or witness participating in the judicial process;
    - Failure to comply with the sanction(s) imposed under the Code of Conduct; influencing attempting to influence another person to commit an abuse of the judicial process.
    - Knowingly filing a false complaint under the Code of Conduct.
  - Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to or use of College premises.
  - Unauthorized solicitation, including but not limited to sale of goods and services for personal profit.
  - Unauthorized activity that constitutes forgery.
  - Violation of state or federal laws not otherwise enumerated herein.
  - Violation of any College policies, rules, or regulations published in written copy or available electronically on the College's website.

Discipline for Disruptive Conduct

Disrupting or interfering in the educational process in a class (or clinical site), is prohibited under this policy. If a student engages in disruptive conduct a faculty member or other College employee may address and resolve the matter informally without filing a complaint under the Code, including temporarily removing the disruptive student from a class (or clinical site). On the first occasion when a student is removed, the faculty member or other College employee is strongly encouraged to notify the CCO. In all subsequent cases of removing the same student from a class (or clinical site), the faculty member or other College employee shall notify the CCO. A faculty member or other College employee may seek assistance from Public Safety if necessary to remove a student. A student may not be permanently removed from a class (or clinical site) for a conduct-related offense except upon referral to the CCO of a complaint for administration under this policy. The CCO can exercise his/ her discretion to

allow the accused student to attend class (or clinical site) during the disciplinary process upon consultation with the faculty member and the Chief Academic Officer or his/her designee.

Discipline for Academic Dishonesty

This policy recognizes the right of faculty to manage their class, including addressing directly with student issues of academic dishonesty. When academic dishonesty is suspected, a faculty member may choose to issue a failing grade. If the student believes that there is substantial evidence of error or injustice associated with that grade, the student may file a grievance under the Student Grievance Procedure's Grade Appeal Process. Alternatively, a faculty member may choose not to issue a grade, but rather refer the matter directly to the CCO for administration under this policy. However, where the issuance of a failing grade by a faculty member for academic dishonesty will result in a student's dismissal from a program (for example in nursing and other health care programs), the charge of academic dishonesty shall be directly referred to the CCO for administration under this policy, which shall be completed, where practicable, within thirty (30) days.

Off Campus Behavior

The College reserves the right to take disciplinary action against a student for off- campus conduct when such conduct adversely affects the College community, poses a threat of harm to the College community; interferes with the College's pursuit of its objectives and mission, and/or if a student is charged with violating state or federal law. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

Interim Measures

Under certain circumstances during the Code of Conduct process interim measures may be imposed by the CCO including, but not limited to: no- contact orders, restriction/ loss of privileges or interim suspension. The College reserves the right to issue an interim suspension when it reasonably concludes that a student:

- Poses a threat to others;
- Poses a threat to College property or equipment;
- Substantially disrupts or interferes with the normal operations of the College;
- Engages in off-campus conduct that adversely affects the College community; and/or
- Is charged with a crime in violation of state or federal law.
- During an interim suspension, a student is prohibited from entering upon any College property and participating in any College activities.

Code of Conduct Disciplinary Process

The Disciplinary Process is initiated once a complaint is filed against a student by a member of the College Community or by the CCO. This policy is not intended to prevent members of the College Community from attempting to resolve matters informally. Failure to cooperate with the College's investigation of an alleged Code of Conduct violation will result in the student forfeiting his/ her rights to a hearing or appeal and/or may result in disciplinary action.

1. **Disciplinary Process**

a. All complaints under the Code of Conduct shall be filed with or by the CCO.

b. When the CCO files or receives a complaint alleging that a student has acted in a manner which may be in violation of the Code, the CCO initiates the disciplinary process by meeting with the Accused Student, putting him/her on notice of the alleged violation and providing him/her an opportunity to respond to the allegations. The CCO may conduct a further investigation if necessary.

c. If the CCO determines that a violation exists, three procedural options are available.

   1. Verbal or Written Warnings - For low-level offenses, the CCO may issue a verbal or written warning to the Accused Student. Warnings shall not be subject to a hearing before a Judicial Board or an appeal.

   2. Administrative Disposition - Under an Administrative Disposition, the Accused Student and the CCO mutually agree upon a disciplinary remedy. By accepting the Administrative Disposition, the Accused Student waives his/her right to a hearing before the Judicial Board or an appeal.

   3. Judicial Board Hearing - When an Administrative Disposition cannot be reached, the CCO shall refer the alleged violation to the Judicial Board for a hearing. Please see Section 2 below for Judicial Board rules.

Failure to cooperate with the College's investigation of an alleged Code of Conduct violation, which includes appearing before a Judicial Board or College official if summoned to do so, will result in the student forfeiting his/her rights to a hearing or appeal and/or may result in disciplinary action.

2. **Judicial Board Hearing**

a. A hearing with the Judicial Board shall be scheduled by the CCO not later than thirty (30) days following an Accused Student's request for a hearing.

b. A written Statement of Charges shall be presented to the Accused Student not less than five (5) days prior to the hearing.

c. A Judicial Board hearing is an administrative hearing. The rules of evidence do not apply.

d. In a matter involving more than one Accused Student, the Judicial Board may permit at its discretion individual hearings for each Accused Student.

e. The Accused Party has the right to be accompanied by any advisor of his/her own choosing and at his/her own expense. The advisor may be an attorney. An advisor's role is limited to advising the Accused Student directly. An advisor is not permitted to participate directly in the hearing.

3. **Conduct of Hearing**

a. A hearing is normally conducted in private.

b. There shall be a record created of all hearings. The record shall be the property of the College.

c. All procedural questions are subject to the final decision of the Judicial Board.

d. Admission of any person(s) to the hearing shall be at the discretion of the Judicial Board.

e. A hearing shall proceed as follows:

1. The CCO presents the Statement of Charges on behalf of the College. The CCO may present documents, materials, and/or witnesses in support of the Statement of Charges.

2. Accused Student responds to the Statement of Charges. The student may present documents, materials, and/or witnesses in response to the Statement of Charges.

3. Following the parties' presentations, the Judicial Board may question each party, their witnesses and/or review all information presented. The Judicial Board has the discretion to request additional documents, materials, or information from either party.

4. While direct cross-examination by the parties is not permitted, each party will be given the opportunity to question the other by presenting questions through the Judicial Board. If the Board determines a question is relevant, the other party will be asked to respond.

5. The Board shall have a final opportunity to question the parties.

f. After the hearing, the Judicial Board shall determine by majority vote whether the Statement of Charges has been proven.

g. In reaching its decision, the Judicial Board shall determine whether it is more likely than not that the Accused Student violated the Code of Conduct based on the information presented.

h. Within fifteen (15) days of the conclusion of a hearing, the Judicial Board shall issue a written decision outlining its findings and disciplinary action, if any, to the parties.

4. **Sanctions**

A student found in violation of the College's Code of Conduct shall be subject to one or more of the following sanctions:

a. Verbal or Written Warning

b. Restrictions/Loss of Privileges

c. Community/Educational Service

d. Restitution

e. Probation

f. Suspension

g. Expulsion

The intent of the College is to impose sanctions in a progressive manner, beginning with the least punitive sanction. However, depending on the nature and severity of a student's violation the College reserves the right to impose any of the above-referenced sanctions at any time.

5. **Appeal**

a. Within five (5) days of receiving the Judicial Board's decision, either the CCO or the Accused Student may appeal the Judicial Board's decision to the College's Appeals Officer.

b. An appeal must be in writing and be based on a credible claim that: the hearing was not conducted in conformity with the Code of Conduct; the decision was not supported by a preponderance of the evidence presented; the sanction imposed was not appropriate in light of the Judicial Board's decision; or new evidence exists, which was not presented at hearing because it was not reasonably known to the Accused Student at that time, and which is sufficiently relevant such that it could alter the Judicial Board's decision.

c. The Appeals Officer shall issue a written decision within ten (10) days of receiving the appeal. The Appeals Officer may accept, reject, or modify the Judicial Board's decision or sanction.

d. The Appeals Officer's decision shall be final.

Steps to Promoting Positive Classroom Atmosphere

1. Students are expected to attend all scheduled classes.

2. Students are expected to be in class on time.

3. Students are expected to remain in class for the entire instructional period.
4. Students are expected to remain alert throughout the entire instructional period.
5. Students are expected to come to class free of alcohol and/or drugs.
6. Students are expected to be respectful of opposing opinions.
7. Students are expected to not interrupt a faculty member or other students when they are speaking.
8. Students are expected to address student specific concerns prior to or after the instructional period.
9. Students are expected to use respectful language throughout the instructional period and campus grounds.
10. Students are expected to receive the faculty's permission prior to using cell phones, laptops, or other electronic equipment.
11. Item 25 of the Student Code of Conduct states: "Discipline in the Class: Disrupting the classroom is a violation of the College's Student Code of Conduct. Such Conduct shall include, but not limited to cell phone use, text messaging, speaking without permission, eating food in the classroom, and not following the directions of the instructor. A faculty member has the right to remove a disruptive student from class, pending a review of the situation by the Dean of Student Life."

Roxbury Community College Good Neighbor Policy

Roxbury Community College strives to be a good neighbor in the community where we are located, and we need your help in this regard. Please refrain from loitering on the abutting property of all nearby residents without their permission. If you do so, you may be trespassing and could face prosecution to the fullest extent of the law.

Drug and Alcohol Policy

On December 12, 1989 Congress amended Title XII of the Higher Education Act of 1965. This amendment, known as the "Drug-Free Schools and Communities Act of 1989," requires that every educational institution receiving federal funding certify its adoption and implementation of programs designed to prevent use of illegal drugs and abuse of alcohol by students and employees. Prior federal law applicable to Roxbury Community College regulated only criminal drug activity of federally grant-funded employees.

Roxbury Community College, in accordance with legal mandates and its philosophy of establishing and maintaining an environment of learning and a supportive environment in which to conduct the business and mission of the College, will enforce the following policies:

- The unlawful manufacture, distribution, dispensation, possession or use of alcohol or of a controlled substance is prohibited on the campus of Roxbury-Community College or as part of any college-related activity. Students or employees who violate these restrictions shall be subject to appropriate disciplinary action, up to and including suspension, expulsion, or discharge. They shall also be subject to referrals for criminal prosecution. Where students or employees are convicted of violating a criminal drug or alcohol statute related to a college activity, the College should ordinarily expel or discharge the offender, absent mitigating circumstances. Mitigating circumstances shall include, but shall not be limited to, consideration of a handicap under federal and state law.
- Roxbury Community College shall cooperate in the enforcement of federal and state laws concerning illegal drugs and alcoholic beverages. Massachusetts statutes pertaining to alcohol and illegal drugs include Massachusetts General Laws, Chapter 94C (Controlled Substance Act), Massachusetts General Laws, Chapter 272, Section 59 (Public Drinking), and Massachusetts General Laws, Chapter 90, Section 24 (Operating under the Influence, Open Container).
- Under-age drinking is prohibited at Roxbury Community College functions and on any part of the campus.
- No College funds, Student Activities fees, or All-College fees shall be used to purchase alcoholic beverages. Roxbury Community College additionally prohibits alcoholic beverages at any College event (on or off campus) that is intended for students or student participation. A College event is one that utilizes College facilities, College funds, Student Activities fees or all College fees or is represented as being a College function. The President of the College or designee must approve such events in writing. All purchase orders for student events will exclude payment for alcoholic beverages. Faculty and staff who serve as advisors or chaperones to groups holding such events should understand that they will be expected to monitor the implementation of the Student Alcohol Policy.
- On May 18, 1999, the Massachusetts Board of Higher Education amended its Alcohol Policy (BHE 98-01) and the guidelines for Campus Safety and Security and Campus Codes of Conduct (FAAP 97-32) by adding the requirement that, consistent with the Family Educational Rights and Privacy Act

(FERPA), Roxbury Community College shall notify the parents of students under 21 years of age each time they have been determined to be in violation of the campus alcohol policy.

Health Risks Associated with the Use of Illicit Drugs and Abuse of Alcohol

The misuse of alcohol and other drugs create problems for students and employees who engage in this behavior as well as for their peers or fellow employees who suffer a range of consequences from having their study or work interrupted to far more egregious acts. Obvious health risks include physical dependence, psychological dependence, possible overdoses and withdrawal symptoms.

The following information on health risks is from *What Works: Schools without Drugs*, U.S. Department of Education (1992):

- Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.
- Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.
- Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.
- Student Health Services offers substance abuse education and referrals to individuals experiencing or affected by persons with substance abuse issues. Informational brochures on drug and alcohol abuse as well as topics on AIDS transmission and other sexually transmitted diseases are also available to students.
- The College Experience Course, which is mandatory for all new freshmen, uses a customized textbook that contains information on drugs and alcohol in the chapter on Handling Stress and Making Healthy Choices.
- Student Health Services will provide information on drug and alcohol abuse through the series wellness programs presented throughout the year.
- Student Life offers a Healthy Start program on drugs and alcohol that is included in the tabling activity at the beginning of each semester.

Distribution of the Policy

This policy is distributed annually in writing to all students and employees through the following means:

- The Student Handbook
- Email to all employees and students
- RCC Website

Review and Compliance

This policy will be reviewed on a biennial basis to comply with the U.S Department of Education regulations to: (1) determine the effectiveness of the drug and alcohol program and implement any necessary changes and (2) ensure consistency in the enforcement of sanctions. Biennial reviews will be complete in December of even-numbered years for the two preceding academic years. Copies of this review will be retained in the Office of the President, the Office of the Vice President of Academic and Student Affairs, the Office of Student Life, and the Office of Human Resources and Affirmative Action.

Chapter 151C. Fair Educational Practices

Section 2B. Absence of student due to religious beliefs

Any student who is unable, because of his/her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he/she may have missed because of such absence on any particular day. Students must informed their instructors prior to the anticipated absence to confirm arrangements for completion of course requirements. No adverse or prejudicial effects shall result to any student because of his/her availing him/herself of the provisions of this section.

Family Education Rights and Privacy Act (FERPA)

Student Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. **The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.**

   Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

2. **The right to request the amendment of student's education records that the student believes are inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA.**

   A student who wishes to ask the College to amend should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

   If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. **The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

   The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. **The right to be notified annually by the College of what student record information the College designates as "directory information," and the right to request that no student information be designated as directory information.**

   The College identifies the following student information as directory information:

   - Name
   - Major, including the division or program in which a student is enrolled

   Directory information may be released by the College to a requesting third- party without a student's prior written consent. A student has the right to request that none or only some of his/her student record information be designated as directory information. A student must notify the College's Registrar, in writing, within two (2) weeks of the beginning of each academic semester if he/she does not wish to have any or some of his/her student information designated as directory information.

   Notwithstanding the College's definition of directory information, the Department of Defense (the "DOD"), pursuant to the Omnibus Consolidated Appropriations Act of 1997 (the "Solomon Amendment"), identifies the following information as "student recruiting information": NAME, ADDRESS, TELEPHONE LISTING, AGE (or year of birth), PLACE OF BIRTH, LEVEL OF EDUCATION (e.g., freshman, sophomore), DEGREE AWARDED, MOST RECENT EDUCATIONAL INSTITUTION ATTENDED, and CURRENT MAJOR(S).

   If the College receives a request for student recruiting information from the DOD, or one of its affiliated agencies, the College will release the student recruiting information requested. Because the information sought by the DOD may include information not designated as directory information under the College's policy, compliance with the DOD's request may result in the release of personally identifiable information. When student recruiting information is released pursuant to a DOD request, notice of the request and the release of the information will be posted in a conspicuous location in the College's Registrar's Office for a period equaling one academic year.

If a student has exercised his/her right to request that no information be designated as directory information, then no information shall be released to any third party, including the DOD.

5. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.**

   The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   US Department of Education
   400 Maryland Avenue, S.W.
   Washington, DC 20202-5901.

Grade Appeals

Level One: Informal Process

This is the informal stage where most complains are resolved. The student contacts the faculty member in an attempt to resolve the issue. This must happen by email, phone, or in person within 30 calendar days after the course has ended. The faculty member has ten (10) calendar days to respond to the complaint. If the matter is not resolved informally within ten (10) days, he/she may appeal to Level Two.

Level Two: Formal Process

Prior to filing a written Grievance at Level Two, the student must consult with the Student Grievance Officer (SGO). The faculty member should also consult with the Student Grievance Officer at this phase of the process. The Student Grievance Officer shall notify the parties in writing when a complaint is not resolved informally at Level One.

Step 1: The student may, within ten (10) calendar days after the receipt of the Student Grievance Officer (SGO) written notice, file a Level Two Appeal. Students should prepare a written statement of their Level Two final grade appeal to the SGO. The Written statement should include detailed statement of all the known facts, documents, and materials that support the student's appeal. The Student shall also state the date it is filed and that it is being filed at "Level Two, Step One."

The SGO will deliver the written statement and all documentation to the faculty member within five (5) calendar days. The faculty member will forward a written response to the SGO within ten (10) days of receipt of the griev- ance. The SGO will then forward the faculty member's response to student within five (5) days.

Step 2: If student is not satisfied with the faculty member's decision or if no written response was submitted and wishes to file a final appeal, a Level Two, Step Two grievance, the student has ten (10) calendar days to file the final appeal. The Chief Academic Officer will investigate the grade appeal and forward his/her written decision to the Student Grievance Officer (SGO) within ten (10) calendar days after receipt of Step Two appeal. Thereafter, the SGO shall deliver the decision to the student and faculty member within five (5) calendar days. This decision is final and cannot be appealed further.

Withdrawal

A student may withdraw his/her complaint or Grievance at any time. Withdrawal must be accomplished in writing or by oral agreement confirmed in writing.

Retaliation

No member of the College community shall retaliate or threaten to retaliate against, interfere with, restrain, or coerce any student in the exercise of his/her rights under the Student Grievance Procedure or his/her participation in any Grievance proceedings.

Collateral Rights of Person Grieved By Student

If the recommendations made at any level of the Grievance procedure result in sanctions against a college employee, the sanctions shall be regarded as administrative actions subject to all conditions of applicable collective bargaining agreements and College or Board of Higher Education personnel policies.

Alternative Forums

Filing a Grievance in accordance with the Student Grievance Procedure in no way abrogates a student's right to file a complaint with an appropriate state or federal agency or in another forum.

Hazing

Roxbury Community College does not permit hazing at any activity or event associated with the College or at College-recognized clubs and organizations. The Commonwealth of Massachusetts prohibits hazing in any form on campuses throughout the Commonwealth. Hazing is defined as any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics and exposure to weather, or forced consumption of any food, liquor, beverage, drug or other substance. Also, hazing includes any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any student or other person or to cause extreme mental stress, including extended isolation or deprivation of sleep. The Senate and the House of Representatives enacted an act prohibiting the practice of hazing in General Court in 1985. Adding the following three sections hereby amends chapter 369 of the General Laws.

Section 17. Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days or by both such fine and imprisonment. The term hazing as used in this section and in sections eighteen and nineteen, shall meanany conduct or method of initiation into any student organization, whether public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics and exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance. Also, hazing includes any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or cause extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18. Whoever knows that a person is the victim of hazing, as defined in section seventeen, and is at the scene of such a crime shall, to the extent that such person can do so without danger or peril to him/herself or other, report such a crime to an appropriate law enforcement official as soon as reasonably practical. Whoever fails to report such crime will be punished by a fine of not more than five hundred dollars.

Section 19. Each institution of secondary education and each student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, shall provide a copy of this section and sections seventeen and eighteen provided; however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams, or organizations. Each such group, team, or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, pledges, or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, and that such group, team, or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen. Each secondary school and each public or private school or college shall, before the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen. Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with its responsibility to inform student groups, teams, or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The Board of Education shall promulgate regulations governing the content and frequency of such reports and shall forth-with report to the Attorney General any such institution which fails to make such a report.

Should there be any questions concerning the College's Hazing Policy, please contact the Dean of Student Life.

Right to Protest

The Massachusetts Board of Regional Community Colleges adopted the following policy on April 11, 1969:

1. Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, faculty members, staff, and students are encouraged in a sustained and independent search for knowledge.

2. Freedom to teach and freedom to learn depend upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community, students, faculty, and staff members.

3. Roxbury Community College will respect and will defend the right of its members to lawful exercise of free speech and assembly on behalf of causes, whether popular or unpopular. These rights are properly exercised only when due regard for the rights of others is assured, and actions denying the rights of others to move or speak freely, whether or not such interference is their motive, lie outside constitutional guarantees and the obligation of the college to defend them. Therefore, if in the judgment of the President or his/her designee, persons are attempting to interfere with freedom of movement or speech of members or guests of the college community, or the orderly operation of the College, the President or his/ her designee is authorized to do the following:

    a. Advise such person(s) of the impropriety of

their activity and request immediate desistance from such activity. If such person fails to desist, call the appropriate authority to remove those interfering.

b. Suspend temporarily such members of the college community who have participated in such interference and persist in such activity.

c. Grant, as soon as reasonably possible, a hearing before an appropriate committee to any person appealing such suspension. Following such a hearing, the committee will make a recommendation to the President.

d. Any person who involves him/herself in the willful destruction of college or personal property will, in addition, be answerable to charges filed with civil authorities.

Policy on Audio/Video Recording in the Classroom

As part of the education and learning experience, students routinely take notes during class lectures. In addition, students and instructors may wish to record lectures and other classroom presentations. Lecture notes and recordings involve issues related to the intellectual property rights of instructors and the privacy rights of students. To protect these rights, Roxbury Community College has adopted the following policy to govern these activities in the classroom.

Instructors' Intellectual Property Rights

Individual Roxbury Community College instructors retain intellectual property rights to their lecture and class presentations and related material; notes or class materials may not be exchanged or distributed for commercial purposes, for compensation, or for any purpose other than study by students enrolled in the class. Unauthorized use of class notes or recordings is subject to the federal Copyright Act, the General Laws of Massachusetts, and Roxbury Community College policy and may subject an individual to legal proceedings brought by the instructor as well as action by the College.

Note-Taking

Class notes may be written by students enrolled in a class during lectures or other class presentations for purposes of individual or group study. If an enrolled student is absent, another enrolled student may take notes to share with the absent student. Students are not allowed to distribute lecture notes to anyone who is not an enrolled student in the same class.

Audio and/or Video Recording by Students for Study Purposes

With the prior permission of the instructor and the consent of other students in attendance, an enrolled student may make an audio recording of the lecture or class presentations only for the purposes of individual or group study with other students enrolled in the same class. Students must obtain prior permission from the instructor each time they wish to make a recording. The instructor must assure that each student attending the class on that occasion is aware of the recording and has agreed to be recorded. Student-initiated video recording and use of any other electronic means of capturing or transmitting class presentations or lectures for note taking purposes is not permitted in classes.

Third-Party Note-Taking and Recording

No third party will be allowed to attend classes on behalf of an enrolled student, with the exception of those authorized through the Student Accessibility Office on behalf of an enrolled disabled student.

Recording by Instructors to Meet Course Learning Objectives

Instructors may make audio or video recordings of presentations for instructional purposes related to that course at Roxbury Community College. Subsequent use of the recording requires the written permission of everyone captured in the recording. The recordings may not be shown or distributed to any other individual or group without the express written permission of every person recorded in that class.

Smoking

In compliance with Federal and State Laws governing the use of tobacco products in public buildings, Roxbury Community College maintains a smoke free-policy. Smoking is strictly prohibited in the buildings.

Absences for Pregnancy or Childbirth

In accordance with Title IX of the Educational Amendments of 1972, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student's doctor deems the absences to be medically necessary. When the student returns to the College she shall be reinstated to the status she held when the leave began, which includes the opportunity to make up any missed work. The College may offer the student alternatives to making up missed work, such as retaking a semester, taking part in on-line instruction, or allowing the student additional time in a program to continue at the same pace and finish at a later date. For more information, please contact the Title IX Coordinator.

Bathroom and Locker Room Use

All students may utilize bathroom or locker room facilities on campus that are designated as gender-neutral or that are consistent with a student's sincerely held gender

identity. Use of a bathroom or locker room by any student for an improper purpose will result in disciplinary action, up to and including expulsion.

Changing Biographical Data

The following process is followed when any student seeks to change his or her biographical data as provided and maintained in College records.

Legal Name – A student's legal name shall be used on all College documents, systems and communications external to the College and/or where a legal name is required.

Examples include, but are not limited to:

- Financial Aid records;
- Student Accounts records;
- Student Personally Identifiable Information;
- Student Directory information;
- Payroll records;
- Health records;
- Official transcripts;
- Federal immigration documents; and
- Interactions with government agencies.

In order for any student to change their legal name on College records, a student must present a certified copy of a court order or other legal document indicating a legal name change has been granted.

Preferred First Name – The College recognizes that some students may prefer to use a first name other than their legal name to identify themselves. As long as the use of a preferred first name is not for an improper purpose, the College acknowledges that a preferred first name can and should be used where possible in the course of College business and education. Students may use a preferred first name wherever a legal name is not required on internal documents, communications, systems, and web portals. Examples include, but are not limited to:

- Student identification cards;
- Email and calendar entries;
- Class rosters and advisor lists;
- Learning Management Systems; and
- Diplomas, awards, and recognitions.

To request a preferred first name, a student should complete the Preferred First Name Change Form available in the Registrar's Office.

Sex Designation - In order for any student to change their sex designation in official College records, a student must provide a certified copy of a court order, or other legal identification, such as a Massachusetts driver's license, reflecting the change in sex.

Marijuana Policy

Although Massachusetts law permits the use of medical marijuana and the possession, use, distribution and cultivation of marijuana in limited amounts, federal law, including the Federal Controlled Substances Act of 1970, the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989, prohibits the possession, use, distribution and/or cultivation of marijuana at educational institutions. Further, as marijuana remains classified as an illegal narcotic under federal law, institutions of higher education that receive federal funding are required to maintain policies prohibiting the possession and use of marijuana on their campuses. Accordingly, the possession, use, distribution or cultivation of marijuana, even for medical purposes, is prohibited on all Community College property. Further, this policy prohibits the possession, use, or distribution of all marijuana accessories and marijuana products. Marijuana accessories shall include, but are not limited to, any devise or equipment used for ingesting, inhaling, or otherwise introducing marijuana into the human body. Marijuana products shall include, but are not limited to, products that are comprised of marijuana and other ingredients and are intended for use or consumption, such as, but not limited to, edible products.

Violations of this policy by any student or employee shall result in disciplinary action, up to and including expulsion or termination.

ROXBURY
COMMUNITY COLLEGE
ASSOCIATE
OF
ROXBURY
COMMUNITY COLLEGE
ASSOCIATE
OF
SCIENCE
CLASS
OF
2018

PROGRAMS OF STUDIES

ASSOCIATE DEGREE PROGRAMS

Roxbury Community College offers the associate in arts and the associate in science degrees. Both are two-year programs of study. Associate degrees are offered to qualified graduates of community colleges throughout the Commonwealth of Massachusetts under the statutory authority of the state Board of Higher Education. Each of these degree programs, their core course requirements, and the course requirements for specific concentrations or majors within the degree programs are described in the following pages.

CERTIFICATE PROGRAMS

Roxbury Community College's certificate programs are one-year programs of study in a specific technical area that prepare students for entry-level employment in such popular careers as Licensed Practical Nursing (LPN), Biotechnology, and Information Systems Technology.

ASSOCIATE IN ARTS (AA)

The Associate in Arts degree programs are listed alphabetically in this section along with their specific course requirements. Many of the courses have prerequisites that must be fulfilled before students can enroll in those courses. Course prerequisites are listed in the Course Descriptions section of the Catalog.

Natural Science Core Requirements: 8 Credits (Two Lab Sciences)

To satisfy the core Natural Science requirements for an Associate in Arts degree, students must take two 4-credit laboratory science courses. Selections should be made with the assistance of an Advisor.

Notes: Humanities courses include Language and English electives. The groups under Humanities apply only to Arts and Humanities majors.

A student may use LAN 101 or LAN 102 (but not both) to fulfill a Humanities elective requirement.

Social Science Electives

ECE 101	Child Growth & Development	3
SSI 101	World History I	3
SSI 102	World History II	3
SSI 103	US History I	3
SSI 104	US History II	3
SSI 111	Black Studies I	3
SSI 112	Black Studies II	3
SSI 113	Caribbean History	3
SSI 114	Latin American History I	3
SSI 115	Latin American History II	3
SSI 118	Principles of Political Science	3
SSI 119	Introduction to US Gov't & Politics	3
SSI 120	State & Local Politics	3
SSI 122	General Psychology	3
SSI 123	Introduction to Sociology	3
SSI 124	Introduction to Cultural Anthropology	3
SSI 129	Modern African History	3
SSI 130	Introduction to Geography	3
SSI 181	History of Roxbury	3
SSI 200	Psychology & Women	3
SSI 202	Abnormal Psychology	3
SSI 205	Human Relations	3
SSI 207	Money & Banking	3
SSI 209	Human Growth & Develop	3
SSI 210	Introduction to International Relations	3
SSI 212	Urban Sociology	3
SSI 221	Microeconomics	3
SSI 222	Macroeconomics	3
SSI 223	Urban Economics	3
SSI 290	Honors Colloquium	3

Literature Electives

ENG 220	World Literature I	3
ENG 221	World Literature II	3
ENG 225	African-American Literature	3
ENG 226	Literature in America I	3
ENG 227	Literature in America II	3
ENG 232	Children's Literature	3
ENG 235	Literature of Africa & Caribbean	3
ENG 240	Modern Novel	3
ENG 245	Contemporary Short Stories	3
ENG 261	English Honors Seminar	3

Laboratory Science Electives

SCI 103	Biology I	4
SCI 104	Biology II	4
SCI 106	Nutrition w/Lab	4
SCI 109	Human Biology / Medical Term.	4
SCI 111	General Botany	4
SCI 121	General Chemistry I	4
SCI 122	General Chemistry II	4
SCI 123	Principles of Chemistry I	4
SCI 124	Principles of Chemistry II	4
SCI 130	Introduction to Materials Science	4
SCI 141	Physics I	4
SCI 142	Physics II	4
SCI 143	Principles of Physics I	4
SCI 144	Principles of Physics II	4
SCI 151	Science for Everyday Life	4
SCI 201	Anatomy and Physiology I	4
SCI 202	Anatomy and Physiology II	4
SCI 204	Microbiology	4
SCI 251	Organic Chemistry I	4
SCI 252	Organic Chemistry I	4

Humanities Electives

HUM 100	Introduction to Music	3
HUM 101	Choral Music I	3
HUM 102	Choral Music II	3
HUM 103	Music Theory I	3
HUM 104	Music Theory II	3
HUM 105	Piano Keyboard I	3
HUM 106	Piano Keyboard II	3

HUM 107	Black Musical Styles	3
HUM 108	World Music	3
HUM 109 -	Vocal Performance Workshop I	3
HUM 111	Introduction to Music Business	3
HUM 130	Introduction to Philosophy	3
HUM 131	Human Conduct & Values	3
HUM 132	Introduction to Humanities	3
HUM 134	Images of Black Americans	3
HUM 135	Logic for Everyday Use	3
HUM 140	Elements of Performing Arts	3
HUM 141	Acting I	3
HUM 142	Acting II	3
HUM 160	Introduction to Art	3
HUM 162	Art History I	3
HUM 162	Art History II	3
HUM 163	Photography I	3
HUM 164	Photography II	3
HUM 165	Drawing I	3
HUM 166	Drawing II	3
HUM 167	Sculpture I	3
HUM 168	Sculpture II	3
HUM 170	Painting I	3
HUM 171	Painting II	3
HUM 173	African Art	3
HUM 174	Elements of Arts & Design	3
HUM 175	Ceramics	3
HUM 176	Latin American Art	3
HUM 180	Modern Dance I	3
HUM 181	Modern Dance II	3
HUM 204	Backstage	3
HUM 242	Acting for Stage & Television	3
HUM 244	Black Theatrical Styles	3
HUM 258	Theatre Arts Internship	3
HUM 290	Honors Colloquium	3
ENG 110	Introduction to Speech	3
ENG 250	Critical Thinking and Writing	3
ENG 260	Creative Writing Seminar	3

Foreign Language Electives

LAN 101	Applied Grammar I (Non-Trans)	3
LAN 102	Applied Grammar II (Non-Trans)	3
LAN 111	Spanish I	3
LAN 112	Spanish II	3
LAN 141	French I	3
LAN 142	French II	3
LAN 161	Arabic I	3
LAN 162	Arabic II	3
LAN 211	Spanish III	3
LAN 224	Caribbean Literature	3
LAN 263	Arabic III	3

AA CORE REQUIREMENTS

College Skills Core Requirements: 12 Credits
College Experience

English Composition I English Composition II Math (college-level)

Humanities (at least 1 literature course): 9 Credits

Social Science Core Requirements (Anthropology, Psychology, Sociology, Government, Economics, Community and Labor organizing, Political Science, and History): 9 Credits

Natural Science Core Requirements (2 Lab Sciences): 8 Credits

ARTS AND HUMANITIES (AA)

62 credit hours - Program Code: ALAAH

The Arts and Humanities program prepares students for transfer to a four-year college or university to pursue a variety of majors in the visual and performing arts (theater, music, visual arts, and dance). The background provided by study in these areas is also helpful for students considering undergraduate and/or graduate-level education in arts education and administration.For more information about this program, contact the Arts, Humanities, and Social Sciences Division in 3-301.

COURSE NUMBER	COURSE TITLE	PREREQUISITIES	CREDIT HOURS
First Semester			**15 credit hours**
ACS 102	The College Experience		3
ENG 101	English Composition I	Placement, ENG 091 or ENG 099	3
MAT 103 or above		Placement	3
LAN	World Language I		3
IST 120	Microcomputer Applications	ENG 101 eligible	3
Second Semester			**16 credit hours**
ENG 102	English Composition II	ENG 101	3
ENG 110	Introduction to Speech	ENG 101	3
LAN	World Language II	World Language I or Placement	3
SCI	Laboratory Science Elective	Placement & ENG 101 eligible	4
HUM	Humanities Elective		3
Third Semester			**16 credit hours**
HUM	Humanities Electives – 2 courses		6
SSI	Social Science Electives 2 courses		6
SCI	Laboratory Science Elective	Placement & ENG 101 eligible	4
Fourth Semester			**15 credit hours**
HUM	Humanities Electives – 4 courses		12
SSI	Social Science Electives 1 courses		3

ELECTIVES

HUM – 6 courses from the following: ENG 220, 221, 225, 226, 227, 232, 235, 240, 245, 261; HUM 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 130, 131, 132, 134, 140, 141, 142, 160, 161, 162, 163, 164, 165, 166, 167, 168, 170, 171, 173, 174, 176, 204, 204, 290

SCI – 2 courses from the following: CI 103, 104, 106, 111, 121, 122, 123, 124, 141, 142, 143, 144, 201, 202, 2044

SSI – 3 courses from the following: SSI 101, 102, 103, 105, 111, 112, 113, 118, 119, 120, 122, 123, 130, 133, 178, 181, 200, 202, 205, 207, 209, 210, 212, 221, 222, 223

ARTS AND HUMANITIES: MUSICAL ARTS (AA)

62 credit hours - Program Code: ALAMU

The Arts and Humanities/ Musical Arts concentration prepares students for transfer to a four-year college or university to pursue a variety of majors in music education (performance, arranging, composing, history, criticism, and management). The background provided by study in these areas is also helpful for students considering undergraduate and/or graduate level training. A bachelor's degree is essential to obtain entry-level positions in teaching, arranging, and composing. However, an associate's degree is the minimum requirement for individuals pursuing a career in performing, criticism, and management. Patience, understanding, and the ability to effectively communicate orally and in writing are also necessary. A multitude of career opportunities exists for those with a bachelor's degree in the Humanities, including teaching, marketing, publishing, arts management, and research and development. For more information about this program, contact the Arts, Humanities, and Social Sciences Division in 3-301.

COURSE NUMBER	COURSE TITLE	PREREQUISITIES	CREDIT HOURS
First Semester			**15 credit hours**
ACS 102	The College Experience		3
ENG 101	English Composition I	Placement, ENG 091 or ENG 099	3
MAT 103 or above		Placement	3
LAN	World Language I		3
IST 120	Microcomputer Applications	ENG 101 eligible	3
Second Semester			**16 credit hours**
ENG 102	English Composition II	ENG 101	3
LAN	World Language II	World Language I or Placement	3
SCI	Laboratory Science Elective	Placement & ENG 101 eligible	4
HUM 103	Fundamentals of Music Theory		3
HUM	Humanities Elective		3
Third Semester			**16 credit hours**
HUM	Music Electives – 2 courses		6
SSI	Social Science Electives – 2 courses		6
SCI	Laboratory Science Elective	Placement & ENG 101 eligible	4
Fourth Semester			**15 credit hours**
HUM	Music Electives – 2 courses		6
HUM	Humanities Elective – 2 courses		6
SSI	Social Science Elective		3

MUSIC ELECTIVES

HUM – 4 courses from the following: HUM 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 290

ELECTIVES

HUM – 3 courses from the following: ENG 220, 221, 225, 226, 227, 232, 235, 240, 245, 261; HUM 130, 131, 132, 134, 140, 141, 142, 160, 161, 162, 163, 164, 165, 166, 167, 168, 170, 171, 173, 174, 176, 204, 290

SCI – 2 courses from the following: SCI 103, 104, 106, 111, 121, 122, 123, 124, 141, 142, 143, 144, 201, 202, 204

SSI – 3 courses from the following: SSI 101, 102, 103, 105, 111, 112, 113, 118, 119, 120, 122, 123, 130, 133, 178, 181, 200, 202, 205, 207, 209, 210, 212, 221, 222, 223

ARTS AND HUMANITIES: THEATRE ARTS (AA)

62 credit hours - Program Code: ALATA

The Arts and Humanities/Theater Arts concentration prepares students for transfer to a four-year college or university to pursue a variety of majors in theater arts education (performance, technical theater, theater management, theater history, and criticism). The background provided by study in these areas is also helpful for students considering undergraduate and/or graduate-level education in theater arts education or administration. A bachelor's degree is essential to obtain entry-level positions in teaching. However, an associate's degree is the minimum requirement for individuals pursuing a career in performing, technical theater, and theater arts management. Patience, understanding, and the ability to effectively communicate orally and in writing are also necessary. A multitude of career opportunities exists for those with a bachelor's degree in Theater Arts, including teaching, performing, advertising, writing, publishing, theater business management, and research and development. For more information about this program, contact the Arts, Humanities, and Social Sciences Division in 3-301.

COURSE NUMBER	COURSE TITLE	PREREQUISITIES	CREDIT HOURS
First Semester			**15 credit hours**
ACS 102	The College Experience		3
ENG 101	English Composition I	Placement, ENG 091 or ENG 099	3
MAT 103 or above	Placement		3
LAN	World Language I		3
IST 120	Microcomputer Applications	ENG 101 eligible	3
Second Semester			**16 credit hours**
ENG 102	English Composition II	ENG 101	3
ENG 110	Introduction to Speech	ENG 101	3
LAN	World Language II	World Language I or Placement	3
SCI	Laboratory Science Elective	Placement & ENG 101 eligible	4
HUM	Theatre Arts Elective		3
Third Semester			**16 credit hours**
HUM	Theatre Arts Electives – 2 courses		6
SSI	Social Science Electives – 2 courses		6
SCI	Laboratory Science Elective	Placement & ENG 101 eligible	4
Fourth Semester			**15 credit hours**
HUM	Humanities Electives – 4 courses		12
SSI	Social Science Elective		3

THEATRE ARTS ELECTIVES

HUM – 4 courses from the following: HUM 109, 140, 141, 142, 290

ELECTIVES

HUM – 3 courses from the following: ENG 220, 221, 225, 226, 227, 232, 235, 240, 245, 261; HUM 100, 101, 102, 103, 104, 105, 106, 107, 108, 130, 131, 132, 134, 140, 141, 142, 160, 161, 162, 163, 164, 165, 166, 167, 168, 170, 171, 173, 174, 176, 204, 240, 290

SCI – 2 courses from the following: SCI 103, 104, 106, 111, 121, 122, 123, 124, 141, 142, 143, 144, 201, 202, 204

SSI – 3 courses from the following: SSI 101, 102, 103, 105, 111, 112, 113, 118, 119, 120, 122, 123, 130, 133, 178, 181, 200, 202, 205, 207, 209, 210, 212, 221, 222, 223

ARTS AND HUMANITIES: VISUAL ARTS (AA)

62 credit hours - Program Code: ALAVA

The Arts and Humanities/Visual Arts concentration prepares students for transfer to a four-year college or university to pursue a variety of majors in the visual arts (painting, sculpture, graphic design, textile design, and visual technology, e.g., photography). The background provided by study in these areas is also helpful for students considering undergraduate and/or graduate-level education in arts education or administration. A bachelor's degree is essential to obtain entry-level positions in teaching. However, an associate's degree is the minimum requirement for individuals pursuing a career in fine arts, graphic arts, commercial art, art advertisement, marketing, and arts management. Patience, understanding, and the ability to effectively communicate orally and in writing are also necessary. A multitude of opportunities exists for those with a bachelor's degree in the Humanities, including teaching, employment in advertising agencies and publishing firms, arts business management, and research and development. For more information about this program, contact the Arts, Humanities, and Social Sciences Division in 3-301.

COURSE NUMBER	COURSE TITLE	PREREQUISITIES	CREDIT HOURS
First Semester			**15 credit hours**
ACS 102	The College Experience		3
ENG 101	English Composition I	Placement, ENG 091 or ENG 099	3
MAT 103 or above		Placement	3
LAN	World Language I		3
IST 120	Microcomputer Applications	ENG 101 eligible	3
Second Semester			**16 credit hours**
ENG 102	English Composition II	ENG 101	3
LAN	World Language II	World Language I or Placement	3
SCI	Laboratory Science Elective	Placement & ENG 101 eligible	4
HUM 165 or 170	Drawing I or Painting I		3
SSI	Social Science Elective		3
Third Semester			**16 credit hours**
HUM 166 or 171	Drawing II or Painting II		3
HUM	Visual Art Electives -2 courses		6
SSI	Social Science Electives		3
SCI	Laboratory Science Elective	Placement & ENG 101 eligible	4
Fourth Semester			**15 credit hours**
HUM	Electives – 3 courses		9
HUM	Visual Art Elective – 1 course		3
SSI	Social Science Elective		3

ART ELECTIVES

HUM – 3 courses from the following: HUM 109, 140, 141, 142, 290

ELECTIVES

HUM – 2 courses from the following: ENG 220, 221, 225, 226, 227, 232, 235, 240, 245, 261; HUM 100, 101, 102, 103, 104, 105, 106, 107, 108, 130, 131, 132, 134, 140, 141, 142, 160, 161, 162, 163, 164, 165, 166, 167, 168, 170, 171, 173, 174, 176, 204, 240, 290

SCI – 2 courses from the following: SCI 103, 104, 106, 111, 121, 122, 123, 124, 141, 142, 143, 144, 201, 202, 204

SSI – 3 courses from the following: SSI 101, 102, 103, 105, 111, 112, 113, 118, 119, 120, 122, 123, 130, 133, 178, 181, 200, 202, 205, 207, 209, 210, 212, 221, 222, 223

BIOLOGICAL SCIENCE (AA)

64 credit hours - Program Code: ALABS

Students choosing a Biological Sciences concentration receive a strong foundation in biology, chemistry, and mathematics. This foundation helps qualified students transfer to a four-year institution at the junior class level with a major in biology and/or a variety of health-related programs, including pre-medical, pre-veterinary, pre- dental, pharmacy, and nutrition. Students who seek employment after completing this program may qualify for entry-level positions such as a laboratory technician in a college or university environment, research laboratory, or pharmaceutical company. NOTE: When selecting Humanities Electives, be aware that many four-year colleges require two semesters of foreign language study. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), 3-401.

COURSE NUMBER	COURSE TITLE	PREREQUISITIES	CREDIT HOURS
First Semester			**16 credit hours**
ACS 102	The College Experience		3
ENG 101	English Composition I	Placement, ENG 091 or ENG 099	3
IST 120	Microcomputer Applications	ENG 101 eligible	3
SCI 103	Biology I	Placement & ENG 101 eligible	4
HUM	Humanities Elective		3
Second Semester			**17 credit hours**
ENG 102	English Composition II	ENG 101	3
SCI 104	Biology II	SCI 103	4
MAT 103	Pre-Calculus	Placement	4
HUM	Humanities Elective		3
SSI	Social Science Elective		3
Third Semester			**17 credit hours**
SCI 123	Principles of Chemistry I	Placement & ENG 101 eligible	4
SCI	Laboratory Science Elective	Placement & ENG 101 eligible	4
HUM	Humanities Elective		3
SSI	Social Science Elective		3
OPEN ELECTIVE			3
Fourth Semester			**14 credit hours**
SCI 124	Principles of Chemistry II	SCI 123	4
SCI	Laboratory Science Elective	Placement & ENG 101 eligible	4
SSI	Social Science Elective		3
OPEN ELECTIVE			3

ELECTIVES

HUM – 3 courses from the following: ENG 220, 221, 225, 226, 227, 232, 235, 240, 245, 261; HUM 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 130, 131, 132, 134, 140, 141, 142, 160, 161, 162, 163, 164, 165, 166, 167, 168, 170, 171, 173, 174, 176, 204, 290

SSI – 3 courses from the following: SSI 101, 102, 103, 105, 111, 112, 113, 118, 119, 120, 122, 123, 130, 133, 178, 181, 200, 202, 205, 207, 209, 210, 212, 221, 222, 223

Open Elective – Any college-level course numbered 100 and above.

Major Electives of MassTransfer A2B Biology Degree: SCI251 Organic Chemistry I and SCI252 Organic Chemistry II (recommended for biology-related, premedical, pharmaceutical, Physician Assistant and nutritional programs); SCI143 Principles of Physics I; SCI144 Principles of Chemistry II; MAT201 Calculus I

BIOLOGICAL SCIENCE: LABORATORY ANIMAL CARE (AA)

64 credit hours - Program Code: ALABS

Students choosing the Laboratory Animal Care concentration receive a strong foundation in biology, chemistry, anatomy & physiology and mathematics. This program includes hand-on experience in laboratory animal care through the science internship. This foundation prepares students for transfer to four-year institutes and employment as a technician. The biomedical research facility is at the forefront of medical discovery and serves as one of the primary settings in which a laboratory animal technician works. At research facilities, laboratory animal technicians and veterinary technologists typically work under the guidance of veterinarians, research physicians and other laboratory technicians as a member of an animal care team. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), 3-401.

COURSE NUMBER	COURSE TITLE	PREREQUISITIES	CREDIT HOURS
First Semester			**16 credit hours**
ACS 102	The College Experience		3
ENG 101	English Composition I	Placement, ENG 091 or ENG 099	3
IST 120	Microcomputer Applications	ENG 101 eligible	3
SCI 103	Biology I	Placement & ENG 101 eligible	4
HUM	Humanities Elective		3
Second Semester			**17 credit hours**
ENG 102	English Composition II	ENG 101	3
SCI 104	Biology II	SCI 103	4
MAT 103	Pre-Calculus	Placement	4
HUM	Humanities Elective		3
SSI	Social Science Elective		3
Third Semester			**17 credit hours**
SCI 123	Principles of Chemistry I	Placement & ENG 101 eligible	4
SCI 201	Anatomy & Physiology I	Biology I (SCI 103)	4
HUM	Humanities Elective	3	
SSI	Social Science Elective	3	
OPEN ELECTIVE			3
Fourth Semester			**14 credit hours**
SCI 124	Principles of Chemistry II	SCI 123	4
SCI 202	Anatomy & Physiology II	SCI 202	4
SSI	Social Science Elective		3
SCI 299	Science Internship	Consent of Chair	3

ELECTIVES

HUM – 3 courses from the following: ENG 220, 221, 225, 226, 227, 232, 235, 240, 245, 261; HUM 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 130, 131, 132, 134, 140, 141, 142, 160, 161, 162, 163, 164, 165, 166, 167, 168, 170, 171, 173, 174, 176, 204, 290

SSI – 3 courses from the following: SSI 101, 102, 103, 105, 111, 112, 113, 118, 119, 120, 122, 123, 130, 133, 178, 181, 200, 202, 205, 207, 209, 210, 212, 221, 222, 223

OPEN ELECTIVE – Any college-level course numbered 100 and above.

BROADCAST MEDIA TECHNOLOGY (AA)

65 credit hours - Program Code: ALABT

This program is designed for students who wish to begin a career in Broadcast Radio or Television. In addition to learning the latest in digital editing technology, students will use state-of-the-art equipment and develop, produce, and direct a short video project. Other techniques taught include synchronization, audio mixing, lighting, dubbing, and special effects production. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), 3-401.

COURSE NUMBER	COURSE TITLE	PREREQUISITIES	CREDIT HOURS
First Semester			**16 credit hours**
ACS 102	The College Experience		3
ENG 101	English Composition I	Placement, ENG 091 or ENG 099	3
SCI	Laboratory Science Elective	Placement & ENG 101 eligible	4
BMT 100	Intro Producing & Directing	Placement in ENG 099 or higher; and BMT 120 corequistite	3
BMT 120	Video Techniques	Placement in ENG 099 or higher; and BMT 100 corequistite	3
Second Semester			**15 credit hours**
ENG 102	English Composition II	ENG 101	3
SSI	Social Science Elective		3
HUM	Humanities Elective		6
BMT 110	Television Production	BMT 100 or BMT 120	3
Third Semester			**16 credit hours**
SCI	Laboratory Science Elective		4
MAT 103 or above			3
ENG 251	Journalism I	ENG 101	3
BMT 230	Intro to Video Editing	BMT 120	3
BMT 298	Internship I	Permission of the Program/Internship Coordinator	3
Fourth Semester			**18 credit hours**
HUM	Humanities Elective		3
SSI	Social Science Electives		6
BMT 210	Advanced Television Production	BMT 110	3
BMT 235	Advanced Editing		3
BMT 299	Internship II	Permission of the Program/Internship Coordinator	3

ELECTIVES

HUM – 3 courses from the following: ENG 220, 221, 225, 226, 227, 232, 235, 240, 245, 261; HUM 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 130, 131, 132, 134, 140, 141, 142, 160, 161, 162, 163, 164, 165, 166, 167, 168, 170, 171, 173, 174, 176, 204, 290

SCI – 2 courses from the following: SCI 103, 104, 106, 111, 121, 122, 123, 124, 141, 142, 143, 144, 201, 202, 204

SSI – 3 courses from the following: SSI 101, 102, 103, 105, 111, 112, 113, 118, 119, 120, 122, 123, 130, 133, 178, 181, 200, 202, 205, 207, 209, 210, 212, 221, 222, 223

BUSINESS ADMINISTRATION (AA)

65 credit hours - Program Code: ALABA

This program is designed for students interested in transferring to a four-year college to pursue a major in accounting, banking, computer information systems, insurance, management, retailing, or other related business fields. A combination of specialized business courses and a broad-based liberal arts curriculum provides a strong foundation in oral and written communication, mathematics, and accounting. Career opportunities in this field are available in both the public and private sectors, and may include employment in government agencies, schools, industries, and accounting, insurance, or advertising firms. A bachelor's degree is essential for entry-level positions in teaching and certain administrative, research, industrial, and advertising positions. NOTE: Students who intend to transfer to a four-year college or university should consider the requirements of that institution before selecting their courses. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), 3-401.

COURSE NUMBER	COURSE TITLE	PREREQUISITIES	CREDIT HOURS
First Semester			**18 credit hours**
ACS 102	The College Experience		3
ENG 101	English Composition I	Placement, ENG 091 or ENG 099	3
MAT 103 or above		Placement	3
IST 120	Microcomputer Applications	ENG 101 eligible	3
BUS 101	Principles of Accounting I		3
SSI 221	Microeconomics		3
Second Semester			**16 credit hours**
ENG 102	English Composition II	ENG 101	3
SCI	Laboratory Science Elective	Placement & ENG 101 eligible	4
HUM	Humanities Elective		3
SSI 222	Macroeconomics		3
BUS 102	Principles of Accounting II		3
Third Semester			**16 credit hours**
HUM	Humanities Electives		3
SSI 122	General Psychology	ENG 101	3
SCI	Laboratory Science Elective	Placement & ENG 101 eligible	4
BUS 131	Management I	ENG 101	3
BUS 221	Business Law	ENG 101	3
Fourth Semester			**15 credit hours**
SSI	Social Science Elective		3
HUM	Humanities Elective		3
BUS 141	Introduction to Marketing	BUS 131	3
BUS 206	Introduction to Finance	Prerequisite or Co-requisite: Principles of Accounting II (BUS 102)	3
BUS 203	Managerial Accounting	BUS 102	3

ELECTIVES

BUSINESS ELECTIVES – 1 course from the following: BUS 103, 104, 106, 110, 161, 162, 201, 202, 203, 230, 281, 298, 299

HUM – 3 courses from the following: ENG 220, 221, 225, 226, 227, 232, 235, 240, 245, 261; HUM 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 130, 131, 132, 134, 140, 141, 142, 160, 161, 162, 163, 164, 165, 166, 167, 168, 170, 171, 173, 174, 176, 204, 290

LAN – LAN 111, 112, 141, 142, 161, 162

SCI – 2 courses from the following: SCI 103, 104, 106, 111, 121, 122, 123, 124, 141, 142, 143, 144, 201, 202, 204

SSI – 1 courses from the following: SSI 101, 102, 103, 105, 111, 112, 113, 118, 119, 120, 122, 123, 130, 133, 178, 181, 200, 202, 205, 207, 209, 210, 212, 221, 222, 223

ENGLISH (AA)

65 credit hours - Program Code: ALAEN

A concentration in English prepares students for transfer to a four-year college or university to pursue a variety of majors, including literature, linguistics, rhetoric, creative writing, journalism, and media/ communications. This background is also relevant for students who are considering graduate-level education in law or education. A bachelor's degree is essential to obtain entry-level positions in teaching, technical or specialized writing, and media reporting. Many opportunities exist for individuals with bachelor's degrees in English, such as careers in schools, colleges, newspapers, advertising agencies, publishing firms, libraries, radio and television stations, public relations firms, legal agencies, business, and research and development. For more information, contact the Arts, Humanities, and Social Sciences Division, in Room 3-301.

COURSE NUMBER	COURSE TITLE	PREREQUISITIES	CREDIT HOURS
First Semester			**15 credit hours**
ACS 102	The College Experience		3
ENG 101	English Composition I	Placement, ENG 091 or ENG 099	3
ENG 110	Introduction to Speech	ENG 101	3
MAT 103 or above		Placement	3
LAN	World Language I		3
Second Semester			**16 credit hours**
ENG 102	English Composition II	ENG 101	3
LAN	World Language II	World Language I or Placement	3
SCI	Laboratory Science Elective	Placement & ENG 101 eligible	4
HUM	Humanities Elective		3
SSI 101	World History		3
Third Semester			**16 credit hours**
HUM	Humanities Elective		3
SSI 102	World History II		3
SCI	Laboratory Science Elective	Placement & ENG 101 eligible	4
ENG	English Electives – 2 courses		6
Fourth Semester			**18 credit hours**
SSI	Social Science Elective - 2 courses		6
ENG	English Electives – 4 courses		12

ELECTIVES

ENG – 6 courses from the following: ENG 220, 221, 225, 226, 227, 232, 235, 240, 245, 261

HUM – 2 courses from the following: HUM 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 130, 131, 132, 134, 140, 141, 142, 160, 161, 162, 163, 164, 165, 166, 167, 168, 170, 171, 173, 174, 176, 204, 290

LAN – 2 courses from the following: LAN 111, 112, 141, 142, 161, 162

SCI – 2 courses from the following: SCI 103, 104, 106, 111, 121, 122, 123, 124, 141, 142, 143, 144, 201, 202, 204

SSI – 2 courses from the following: SSI 101, 102, 103, 105, 111, 112, 113, 118, 119, 120, 122, 123, 130, 133, 178, 181, 200, 202, 205, 207, 209, 210, 212, 221, 222, 223

HEALTH CAREERS (AA)

64 credit hours - Program Code: ALAHC

The Health Careers concentration integrates a strong core of science courses with a broad-based liberal arts curriculum to prepare academically qualified students at RCC for transfer to a Bachelor of Science degree program in health sciences. Because the transfer requirements for the BS program vary from one school to another, it is recommended that students identify a transfer institution early in their program and work closely with their academic advisor and transfer counselor to select appropriate general and humanities electives. For more information about this program, contact the Health Sciences Division, 4-319.

COURSE NUMBER	COURSE TITLE	PREREQUISITIES	CREDIT HOURS
First Semester			**16 credit hours**
ACS 102	The College Experience		3
ENG 101	English Composition I	English Composition I (ENG 101) Eligible	3
MAT 120	Intro to Statistics	Placement	3
SCI 103	Biology I	Placement	4
SSI 122	General Psychology	English Composition I (ENG 101) or Concurrent	3
Second Semester			**14 credit hours**
ENG 102	English Composition II	English Composition I (ENG 101)	3
SCI 104	Biology II	Biology I (SCI 103)	4
SCI 121	General Chemistry I	Placement	4
HUM	Humanities Elective		3
Third Semester			**17 credit hours**
SSI 209	Human Growth and Development	English Composition I (ENG 101)	3
SCI 201	Anatomy & Physiology I	Biology I (SCI 103)	4
SCI 122	General Chemistry II	General Chem I (SCI 121)	4
SSI	Social Science Elective		3
HUM	Humanities Elective		3
Fourth Semester			**17 credit hours**
SCI 202	Anatomy & Physiology II	Anatomy & Physiology I (SCI 201)	4
SCI 204	Microbiology	Biology I (SCI 103)	4
HUM	Humanities Elective		3
	OPEN ELECTIVES - 2 COURSES		6

LIBERAL ARTS (AA)

62 credit hours - Program Code: ALAAS

The Liberal Arts program is recommended for students who are undecided about which concentration to choose. This program offers students an organized approach to a liberal arts education with exposure to a wide variety of subject areas. Students may elect to concentrate their studies in humanities, mathematics, physical education, social sciences, or natural sciences. Many employers in professions such as education, law, medicine, economics, and journalism prefer that individuals have the broad educational background provided by a liberal arts program. In order to facilitate transfer to a baccalaureate program in Massachusetts public institutions, Roxbury Community College's General Education program in Liberal Arts has been designed to fulfill the requirements of the Commonwealth Transfer Compact. NOTE: Students who intend to transfer to a four-year college or university should consider the requirements of that institution before selecting their courses. For more information, contact the Division of Arts, Humanities, and Social Sciences, Room 3-301.

COURSE NUMBER	COURSE TITLE	PREREQUISITIES	CREDIT HOURS
First Semester			**15 credit hours**
ACS 102	The College Experience		3
ENG 101	English Composition I	Placement, ENG 091 or ENG 099	3
MAT 103 or above	Placement		3
LAN	World Language I		3
IST 120	Microcomputers		3
Second Semester			**16 credit hours**
ENG 102	English Composition II	ENG 101	3
LAN	World Language II	World Language I or Placement	3
SCI	Laboratory Science Elective	Placement & ENG 101 eligible	4
SSI	Social Science Elective		3
	Open Elective - 1 course		3
Third Semester			**16 credit hours**
HUM	Humanities Elective		3
SSI	Social Science Elective		3
SCI	Laboratory Science Elective	Placement & ENG 101 eligible	4
	Open Electives - 2 courses		3
Fourth Semester			**18 credit hours**
SSI	Social Science Elective		3
HUM	Humanities Elective		6
	Open Electives - 3 courses		9

ELECTIVES

ENG – 1 course from the following: ENG 220, 221, 225, 226, 227, 232, 235, 240, 245, 261

HUM – 3 courses from the following: HUM 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 130, 131, 132, 134, 140, 141, 142, 160, 161, 162, 163, 164, 165, 166, 167, 168, 170, 171, 173, 174, 176, 204, 290

LAN – 2 courses from the following: LAN 111, 112, 141, 142, 161, 162

SCI – 2 courses from the following: SCI 103, 104, 106, 111, 121, 122, 123, 124, 141, 142, 143, 144, 201, 202, 204

SSI – 3 courses from the following: SSI 101, 102, 103, 105, 111, 112, 113, 118, 119, 120, 122, 123, 130, 133, 178, 181, 200, 202, 205, 207, 209, 210, 212, 221, 222, 223

MATHEMATICS (AA)

62 credit hours - Program Code: ALAMA

The Mathematics concentration provides students with the equivalent of the first two years of a mathematics program of study in a four-year college or university. In addition, courses in the Mathematics Department offer a strong foundation in mathematics that is advantageous to students interested in many other fields of study and particularly helpful for those individuals with little or no previous exposure to or success in mathematics. Students who complete the mathematics concentration generally transfer to a college or university program in mathematics or education, or to a related area such as computer science, engineering, or physical science. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), 3-401.

COURSE NUMBER	COURSE TITLE	PREREQUISITIES	CREDIT HOURS
First Semester			**16 credit hours**
ACS 102	The College Experience		3
ENG 101	English Composition I	Placement, ENG 091 or ENG 099	3
MAT 103 or above	Precalculus	Placement	4
SSI	Social Science Elective		3
HUM	Humanities Elective		3
Second Semester			**17 credit hours**
ENG 102	English Composition II	ENG 101	3
MAT 201	Calculus I	MAT 103 or Placement	4
SCI 143	Principles of Physics I	Pre- or Co-requisite: MAT 201	4
SSI	Social Science Elective		3
HUM	Humanities Elective		3
Third Semester			**14 credit hours**
MAT 203	Calculus II		4
SCI 123 or 144	Principles of Chemistry I or Principles of Physics II	SCI 123 or SCI 141	4
HUM	Humanities Elective		3
	Open Elective		3
Fourth Semester			**15 credit hours**
MAT 205	Calculus III		4
MAT 225	Linear Algebra		4
MAT 244	Ordinary and Differential Equations		4
	Open Elective		3

ELECTIVES

HUM – 2 courses from the following: HUM 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 131, 132, 134, 140, 141, 142, 160, 161, 162, 163, 164, 165, 166, 167, 168, 170, 171, 173, 174, 176, 204, 290

LAN – LAN 111, 112, 141, 142, 161, 162

SCI – 2 courses from the following: SCI 103, 104, 106, 111, 121, 122, 123, 124, 141, 142, 143, 144, 201, 202, 204

SSI – 2 courses from the following: SSI 101, 102, 103, 105, 111, 112, 113, 118, 119, 120, 123, 130, 133, 178, 181, 200, 202, 205, 207, 209, 210, 212, 221, 222, 223

PHYSICAL SCIENCE (AA)

67 credit hours - Program Code: ALAPS

Students choosing the Physical Science concentration receive a strong foundation in chemistry, physics, and mathematics qualifying them to enter the junior year of a science/math program of study at a four-year college or university. Students who complete the Physical Science concentration usually transfer to a college or university program in physics, chemistry, mathematics, or a related major such as computer science or engineering. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), 3-401.

COURSE NUMBER	COURSE TITLE	PREREQUISITIES	CREDIT HOURS
First Semester			**17 credit hours**
ACS 102	The College Experience		3
ENG 101	English Composition I	Placement, ENG 091 or ENG 099	3
MAT 103	PreCalculus	Placement	4
IST 120	Microcomputer Applications	English Composition I (ENG 101) Eligible	3
SCI 123	Principles of Chemistry I		4
Second Semester			**17 credit hours**
ENG 102	English Composition II	ENG 101	3
MAT 201	Calculus I	MAT 103 or Placement	4
SCI 124	Principles of Chemistry II	SCI 123	4
SSI	Social Science Elective		3
HUM	Humanities Elective		3
Third Semester			**17 credit hours**
SCI 143	Principles of Physics I	MAT 201	4
MAT 203	Calculus II	MAT 201	4
HUM	Humanities Elective		3
SSI	Social Science Elective		3
	Open Elective		3
Fourth Semester			**16 credit hours**
SCI 144	Principles of Physics II	SCI 144	4
SSI	Social Science Elective		3
HUM	Humanities Elective		3
	Open Electives -2 courses		6

ELECTIVES

HUM – 3 courses from the following: HUM 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 131, 132, 134, 140, 141, 142, 160, 161, 162, 163, 164, 165, 166, 167, 168, 170, 171, 173, 174, 176, 204, 290

LAN – LAN 111, 112, 141, 142, 161, 162

SSI – 3 courses from the following: SSI 101, 102, 103, 105, 111, 112, 113, 118, 119, 120, 123, 130, 133, 178, 181, 200, 202, 205, 207, 209, 210, 212, 221, 222, 223

Open Electives 9 credit hours of college-level courses in any discipline

Major Foundational Electives of MassTransfer A2B Chemistry Degree: SCI251 Organic Chemistry I, SCI252 Organic Chemistry II

SOCIAL SCIENCE (AA)

62 credit hours - Program Code: ALASS

A concentration in any of the social sciences provides excellent preparation for students who aspire to careers in law, mental health, or education, as well as for those seeking employment in social science organizations, government service, and community organizations. The curriculum has been designed with very few required courses and many electives in order to allow students maximum flexibility for exploration. Students continuing their education at a four-year college or university will be expected to major in a particular subject area. A bachelor's degree is essential for most entry-level positions. Students interested in pursuing a career in the social sciences or education should possess a genuine concern for others and a desire to help people improve the quality of their lives. The ability to communicate well both orally and in writing is an essential skill for anyone considering a career in these areas. For more information, contact the Arts, Humanities, and Social Sciences Division in 3-301.

COURSE NUMBER	COURSE TITLE	PREREQUISITIES	CREDIT HOURS
First Semester			**15 credit hours**
ACS 102	The College Experience		3
ENG 101	English Composition I	Placement, ENG 091 or ENG 099	3
MAT 120	Introduction to Statistics	Placement	3
IST 120	Microcomputer Applications	English Composition I (ENG 101) Eligible	3
SSI 101	World History		3
Second Semester			**16 credit hours**
ENG 102	English Composition II	ENG 101	3
SCI	Laboratory Science Elective	Placement & ENG 101 eligible	4
SSI 102	World History II		3
SSI	Social Science Elective		3
HUM	Humanities Elective		3
Third Semester			**16 credit hours**
LAN	World Language I		3
SCI	Laboratory Science Elective	Placement & ENG 101 eligible	4
SSI	Social Science Electives 2 courses		6
	Open Electives -1 courses		3
Fourth Semester			**15 credit hours**
LAN	World Language II	World Language I or Placement	3
SSI	Social Science Elective		3
HUM	Humanities Electives 2 courses		6
	Open Electives -1 courses		3

ELECTIVES

HUM – 3 courses from the following: HUM 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 131, 132, 134, 140, 141, 142, 160, 161, 162, 163, 164,165, 166, 167, 168, 170, 171, 173, 174, 176, 204, 290

LAN – LAN 111, 112, 141, 142, 161, 162

SSI – 4 courses from the following: SSI 103, 105, 111, 112, 113, 118, 119, 120, 123, 130, 133, 178, 181, 200, 202, 205, 207, 209, 210, 212, 221, 222, 223

Open Electives 3 credit hours of college-level courses in any discipline

ASSOCIATE IN SCIENCE (AS)

The Associate in Science degree programs enable students to begin a career after graduation in a technical service or para-professional occupation. These programs are designed to provide job mobility and career advancement through a combination of intellectual development and skill training. The required courses in the Associate in Science (A.S.) degree programs provide broad general education and the skills and foundation necessary to function effectively in a specific career area.

Working closely with advisory committees composed of leading experts in the field, the College plans and evaluates A.S. programs on a regular basis to ensure that courses are relevant and provide the basis for career placement and advancement opportunities. Please see the list of program advisory committee members within this catalog.

Although the Associate in Science degree programs are not specifically designed to transfer to a four-year institution, they may fulfill some transfer requirements. While many A.S. degree programs require sixty (60) credit hours of college-level work, certain A.S. programs and concentrations may require as many as 76.5 credit hours.

All Associate in Science degree students must maintain a cumulative GPA of 2.0 or higher, complete a minimum of sixty (60) credit hours, with at least thirty (30) credit hours earned at Roxbury Community College, and successfully complete all core requirements listed below:

AS CORE REQUIREMENTS

College Skills Core Requirements: 12 Credits The College Experience

English Composition I English Composition II Math

Humanities/Literature Core Requirements: 6 Credits

Social Science Core Requirements: 6 Credits

Natural Science Core Requirements: 4 Credits (One Lab Science) Notes: Humanities courses include Language and Literature electives. The groups under Humanities apply only to Arts and Humanities majors.

A student may use LAN 101 or LAN 102 (but not both) to fulfill a Humanities elective requirement

Social Science Electives

ECE 101	Child Growth & Development	3
SSI 101	World History I	3
SSI 102	World History II	3
SSI 103,	US History I	3
SSI 104	US History II	3
SSI 111	Black Studies I	3
SSI 112	Black Studies II	3
SSI 113	Caribbean History	3
SSI 114	Latin American History I	3
SSI 115	Latin American History II	3
SSI 118	Princ. of Political Science	3
SSI 119	Intro to US Gov't & Politics	3
SSI 120	State & Local Politics	3
SSI 122	General Psychology	3
SSI 123	Intro to Sociology	3
SSI 124	Intro to Cultural Anthropology	3
SSI 129	Modern African History	3
SSI 130	Introduction to Geography	3
SSI 181	History of Roxbury	3
SSI 200	Psychology & Women	3
SSI 202	Abnormal Psychology	3
SSI 205	Human Relations	3
SSI 207	Money & Banking	3
SSI 209	Human Growth & Develop	3
SSI 210	Intro to International Relations	3
SSI 212	Urban Sociology	3
SSI 221	Microeconomics	3
SSI 222	Macroeconomics	3
SSI 223	Urban Economics	3
SSI 290	Honors Colloquium	3

Literature Electives

ENG 220	World Literature I	3
ENG 221	World Literature II	3
ENG 225	African-American Literature	3
ENG 226	Literature in America I	3
ENG 227	Literature in America II	3
ENG 235	Literature of Africa & Caribbean	3
ENG 240	Modern Novel	3
ENG 261	English Honors Seminar	3
ENG232	Children's Literature	3
ENG245	Contemporary Short Stories	3

Laboratory Science Electives

SCI 103	Biology I	4
SCI 104	Biology II	4
SCI 106	Nutrition w/Lab	4
SCI 109	Human Biology / Medical Term.	4
SCI 111	General Botany	4
SCI 121	General Chemistry I	4
SCI 122	General Chemistry II	4
SCI 123	Principles of Chemistry I	4
SCI 124	Principles of Chemistry II	4
SCI 130	Introduction to Materials Science	4
SCI 141	Physics I	4
SCI 142	Physics II	4
SCI 143	Principles of Physics I	4
SCI 144	Principles of Physics II	4
SCI 151	Integrated Science	4
SCI 201	Anatomy and Physiology I	4
SCI 202	Anatomy and Physiology II	4
SCI 204	Microbiology	4

Humanities Electives

HUM 109 - Introduction to Vocal Performance I		3
HUM 100	Introduction to Music	3
HUM 101	Choral Music I	3
HUM 102	Choral Music II	3
HUM 103	Music Theory I	3
HUM 104	Music Theory II	3
HUM 105	Piano Keyboard I	3
HUM 106	Piano Keyboard II	3
HUM 107	Black Musical Styles	3
HUM 108	World Music	3
HUM 109	Introduction to Vocal Performance I	3
HUM 111	Introduction to Music Business	3
HUM 130	Introduction to Philosophy	3
HUM 131	Human Conduct & Values	3
HUM 132	Introduction to Humanities	3
HUM 134	Images of Black Americans	3
HUM 135	Logic for Everyday Use	3
HUM 140	Elements of Performing Arts	3
HUM 141	Acting I	3
HUM 142	Acting II	3
HUM 160	Introduction to Art	3
HUM 162	Art History I	3
HUM 162	Art History II	3
HUM 163	Photography I	3
HUM 164	Photography II	3
HUM 165	Drawing I	3
HUM 166	Drawing II	3
HUM 167	Sculpture I	3
HUM 168	Sculpture II	3
HUM 170	Painting I	3
HUM 171	Painting II	3
HUM 173	African Art	3
HUM 174	Elements of Arts & Design	3
HUM 175	Ceramics	3
HUM 176	Latin American Art	3
HUM 180	Modern Dance I	3
HUM 181	Modern Dance II	3
HUM 204	Backstage	3
HUM 240	History of Theater	3
HUM 242	Acting for Stage & Television	3
HUM 244	Black Theatrical Styles	3
HUM 258	Theatre Arts Internship	3
HUM 290	Honors Colloquium	3
ENG 110	Introduction to Speech	3
ENG 250	Critical Thinking and Writing	3
ENG 260	Creative Writing Seminar	3

Foreign Language Electives

LAN 101	Applied Grammar I (Non-Trans)	3
LAN 102	Applied Grammar II (Non-Trans)	3
LAN 111	Spanish I	3
LAN 112	Spanish II	3
LAN 141	French I	3
LAN 142	French II	3
LAN 161	Arabic I	3
LAN 162	Arabic II	3
LAN 211	Spanish III	3
LAN 224	Caribbean Literature	3
LAN 263	Arabic III	3

ACCOUNTING (AS)

64 credit hours - Program Code: SBUAN

This program is designed for students interested in the fields of general accounting, financial accounting, auditing, cost accounting, or management accounting in both the public and private sector. In all of these areas, records must be kept and financial reports prepared that provide the financial data needed to evaluate past performance and future operations. Compliance with Internal Revenue Service law and other government regulations requires that businesses maintain accounting records accurately and prepare appropriate reports. Graduates of this program are qualified for entry-level positions such as accounts payable or accounts receivable clerk, inventory manager, cost accounting clerk, junior accountant in public accounting firms, and full-charge bookkeeper in a motel or restaurant environment. Course work in computers further enhances employment opportunities, but a bachelor's degree in accounting is generally required for most professional positions. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), 3-401.

COURSE NUMBER	COURSE TITLE	PREREQUISITIES	CREDIT HOURS
First Semester			**18 credit hours**
ACS 102	The College Experience		3
ENG 101	English Composition I	Placement, ENG 091 or ENG 099	3
MAT 103 or above		Placement	3
IST 120	Microcomputer Applications	ENG 101 eligible	3
BUS 101	Principles of Accounting I	ENG 101 eligible	3
BUS 130 or 230	Introduction to Business	ENG 101 eligible	3
Second Semester			**15 credit hours**
ENG 102	English Composition II	ENG 101	3
SSI 221	Microeconomics		3
BUS 102	Principles of Accounting II		3
BUS 103	Income Taxes		3
BUS 221	Business Law I		3
Third Semester			**16 credit hours**
SSI 222	Macroeconomics		3
SCI	Laboratory Science Elective	Placement & ENG 101 eligible	4
BUS 104	Computerized Accounting	BUS 101	3
BUS 201	Intermediate Accounting	BUS 102	3
HUM	Humanities Elective		3
Fourth Semester			**15 credit hours**
BUS 202	Intermediate Accounting II	BUS 201	3
BUS 203	Managerial Accounting	BUS 102	3
BUS 206	Introduction to Finance	Prerequisite or Co-requisite: BUS 102	3
BUS	Business Elective		3
HUM	Humanities Elective		3

ELECTIVES

Business Electives – 2 courses from the following: BUS 106, 110, 131, 132, 141, 161, 162, 201, 202, 203, 221, 230, 281, 298, 299

HUM – 1 courses from the following: ENG 220, 221, 225, 226, 227, 232, 235, 240, 245, 261; HUM 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 130, 131, 132, 134, 140, 141, 142, 160, 161, 162, 163,164, 165, 166, 167, 168, 170, 171, 173, 174, 176, 204, 290

LAN – LAN 111, 112, 141, 142, 161, 162

SCI – 1 courses from the following: SCI 103, 104, 106, 111, 121, 122, 123, 124, 141, 142, 143, 144, 201, 202, 204

BIOTECHNOLOGY (AS)

66 Credit Hours - Program Code: SSCBT

The purpose of the Associate in Science degree program in biotechnology is two-fold. All students will obtain a broad-based science background focusing on courses in the life and chemical sciences. In addition, students will develop specific laboratory skills applicable to procedures commonly performed in research, hospital and industrial laboratories all over the United States. Students successfully completing the program will be able to transfer to a four-year university to further their studies in the sciences at the baccalaureate level or, if they prefer, directly enter the workforce as entry-level research or laboratory assistants. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), 3-401.

COURSE NUMBER	COURSE TITLE	PREREQUISITIES	CREDIT HOURS
First Semester			**18 credit hours**
ACS 102	The College Experience		3
MAT 103	Pre-Calculus	Placement	4
ENG 101	English Composition I	Placement, ENG 091 or ENG 099	3
SCI 103	Biology I	Placement	4
SCI 123	Principles of Chemistry I	English Composition I (ENG 101) Eligible; Pre-Calculus (MAT 103) Concurrent; Placement	4
Second Semester			**14 credit hours**
IST 120	Microcomputer Applications	English Composition I (ENG 101) Eligible	3
ENG 102	English Composition II	English Composition I (ENG 101)	3
SCI 104	Biology II	Biology I (SCI 103)	4
SCI 124	Principles of Chemistry II	Princ of Chem I (SCI 123)	4
Third Semester			**14 credit hours**
SSI	Social Science Elective		3
SCI 204	Microbiology	Biology I (SCI 103)	4
MAT 111	Mathematics for Technology	Biomanufacturing (SCI 206) Concurrent	3
SCI 206	Biomanufacturing I	Biology II (SCI 104); Principles of Chemistry I (SCI 123); English Composition I (ENG 101); Microbiology (SCI 204) Concurrent; Mathematics for Technology (MAT 111) Concurrent	4
Fourth Semester			**10 credit hours**
HUM/ENG/ LAN	Humanities, English, or Language Elective		3
SSI	Social Science Elective		3
SCI 207	Biomanufacturing II	Introduction to Biomanufacturing I (SCI 206); Mathematics for Technology (MAT 111); Microbiology (SCI 204)	4
Fifth Semester			**10 credit hours**
HUM/ENG/LAN	Humanities, English, or Language Elective		3
SCI 208	Techniques In Molecular Biology	Introduction to Biomanufacturing I (SCI 206); Mathematics for Technology (MAT 111); Microbiology (SCI 204)	4
SCI 298	Internship In Biotechnology	Introduction to Biomanufacturing I (SCI 206); Mathematics for Technology (MAT 111); Microbiology (SCI 204)	3

The Biotechnology Associate in Science (AS) Degree Program, like all other AS programs at RCC, parallels the first two years of study in most public and private four-year colleges and institutions. This makes the Biotechnology AS Program useful for both students wishing to transfer to a four-year college as well as those who desire to directly enter the job market. The program is specifically designed for the student who wishes to learn more about the field of biotechnology, or who may already have a scientific background but would like to study the details of this burgeoning field in the hope of gaining an entry level position at one of the many biotechnology companies, hospitals, or research institutions in the Boston area.

BUSINESS MANAGEMENT (AS)

64 credit hours - Program Code: ALABA

The AS degree in Business Management provides a broad background in the basic principles and applications of marketing, production, finance, personnel management, and accounting. Students acquire skills that can be applied in a wide variety of businesses in positions such as management trainee, assistant manager, administrative assistant, or sales trainee. Students can enhance their career options by concentrating their course work in retailing, marketing, personnel, or other areas, and by participating in internship opportunities. For more information contact the Science, Technology, Engineering, and Math Division (STEM), Room 3-401.

COURSE NUMBER	COURSE TITLE	PREREQUISITIES	CREDIT HOURS
First Semester		**18 credit hours**	
ACS 102	The College Experience		3
ENG 101	English Composition I	Placement, ENG 091 or ENG 099	3
MAT 100 or above	Placement		3
IST 120	Microcomputer Applications	English Composition I (ENG 101) eligible	3
BUS 130 or 230	Introduction to Business		3
HUM	Humanities Elective		3
Second Semester			**15 credit hours**
ENG 102	English Composition II	English Composition I (ENG 101) eligible	3
SSI 221	Microeconomics		3
SSI 122	General Psychology		3
BUS 101	Principles of Accounting I		3
BUS 221	Business Law I		3
Third Semester			**16 credit hours**
HUM	Management I		3
SSI 222	Economics II (Macro)	English Composition I (ENG 101)	3
SCI	Laboratory Science Elective	Placement & ENG 101 eligible	4
BUS 102	Principles of Accounting II		3
BUS 131 or 231	Management I	English Composition I (ENG 101)	3
Fourth Semester			**15 credit hours**
BUS 141	Introduction to Marketing	BUS 131	3
BUS 206	Introduction to Finance	Prerequisite or Co-requisite: Principles of Accounting II (BUS 102)	3
BUS	Business Electives – 3 courses		9

ELECTIVES

Business Electives – 2 courses from the following: BUS 103, 104, 106, 110, 161, 162, 201, 202, 203, 281, 298, 299

HUM – 2 courses from the following: ENG 220, 221, 225, 226, 227, 232, 235, 240, 245, 261; HUM 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 130, 131, 132, 134, 140, 141, 142, 160, 161, 162, 163, 164, 165, 166, 167, 168, 170, 171, 173, 174, 176, 204, 290

LAN – LAN 111, 112, 141, 142, 161, 162

SCI – 1 courses from the following: SCI 103, 104, 106, 111, 121, 122, 123, 124, 141, 142, 143, 144, 201, 202, 204

CRIMINAL JUSTICE (AS)

61 Credit Hours - Program Code: SHSCJ

The Program offers students an academic foundation in Criminal Justice combined with an emphasis on a real world understanding of the field. The curriculum is designed to encourage academic excellence while incorporating the college's commitment to cultural education, strengthening the community and educating Criminal Justice professionals who are sensitive to the needs and concerns of people of color. Courses in the major include Introduction to Criminal Justice, Law Enforcement Operations and Criminal Law. Other Program courses, including English, Humanities, Mathematics and Social Sciences are designed to facilitate transfer to four-year Programs. For more information about opportunities in Criminal Justice contact the Health and Human Services Division, in 4-319.

COURSE NUMBER	COURSE TITLE	PREREQUISITIES	CREDIT HOURS
First Semester			**15 credit hours**
ACS 102	The College Experience		3
ENG 101	English Composition I	Placement, ENG 091 or ENG 099	3
MAT	College-Level Mathematics	Placement	3
CJP 100	Intro to Criminal Justice	Developmental Reading and Writing 2 (ENG 091)	3
IST 120	Microcomputer Applications	English Composition I (ENG 101) Eligible	3
Second Semester			**18 credit hours**
ENG 102	English Composition II	English Composition I (ENG 101)	3
SSI 122	General Psychology	English Composition I (ENG 101) or Concurrent	3
CJP 120	Criminal Law	English Comp I (ENG 101)	3
CJP 130	Law Enforcement Operations	English Comp I (ENG 101)	3
SSI 119	Intro/Us Gov't & Politics	English Comp I (ENG 101) or concurrent	3
SSI 123	Introduction to Sociology	English Composition I (ENG 101)	3
Third Semester			**16 credit hours**
CJP 140	Criminal Court Process	English Comp I (ENG 101)	3
CJP 210	Correctional Institutions	English Comp I (ENG 101)	3
CJP 110	Intro to Criminology	English Comp I (ENG 101)	3
HUM	Humanities Elective		3
SCI	Laboratory Science Elective	Integrated Science (SCI 151) Recommended	4
Fourth Semester			**12 credit hours**
CJP 200	Constitutional Law	English Comp I (ENG 101)	3
CJP	Criminal Justice Elective		3
SSI	Social Science Elective		3
HUM	Humanities Elective		3

ELECTIVES

Criminal Justice Electives: CJP 215, The Criminal Mind; CJP 160, Juvenile Justice; CJP 225, Law and Society or CJP 298, Criminal Justice Internship; CJP 204, Family Law; CJP 230, Profiling Serial Crime; CJP 202 Probation, Parole & Community Corrections; CJP 226, Race, Ethnicity and Crime; CJP 114, Women, Gender & Justice.

Recommended Humanities Elective: HUM 132 Human Conduct and Values.

EARLY CHILDHOOD EDUCATION (AS)

64 Credit Hours - Program Code: SHSEE

This program is designed for students who are interested in working with young children in developmentally appropriate programs. In addition to Early Childhood Education courses including two 150 hours practicum, the student is given a strong foundation in liberal arts. Upon completion of the programs, the student is qualified to work in a licensed childcare setting or transfer to a four-year college for further study. Graduates can become teachers of young children in day care centers, nursery schools, and Head Start programs. The program meets the requirements of the Department of Early Education and Care for teacher certification. For more information, contact the Division of Health and Human Services in 4-319.

COURSE NUMBER	COURSE TITLE	PREREQUISITIES	CREDIT HOURS
First Semester			**19 credit hours**
ACS 102	The College Experience		3
ECE 101	Child Growth & Development	English Comp I (ENG 101) Eligible	3
ENG 101	English Composition I	Placement, ENG 091 or ENG 099	3
MAT100 or above	Placement		3
SCI 103, 106 or 151	Biology I, Nutrition or Science for Everyday Life	Placement; English Comp I (ENG 101)	4
SSI 122	General Psychology	English Composition I (ENG 101) or Concurrent	3
Second Semester			**15 credit hours**
ENG 102	English Composition II	English Composition I (ENG 101)	3
ECE 102	Observing & Recording	Child Growth and Development (ECE 101)	3
ECE 202	History & Theory Early Chldhd	Child Growth and Development (ECE 101)	3
ECE 106	Guidance & Discipline	Observing & Recording (ECE 102); Child Growth and Development (ECE 101)	3
HUM	Humanities Elective**	Observing & Recording Child. Behavior (ECE 102)	3
Third Semester			**15 credit hours**
ECE 204	Child Health Care	Child Growth and Development (ECE 101)	3
ECE 206	Early Child Curriculum I	Child Growth and Development (ECE 101);	3
ECE 298	Childcare Internship I	Observing & Recording (ECE 102); Early Child. Curriculum I (ECE 206) Concurrent	3
ECE	Early Childhood Elective*		3
HUM	Humanities, Elective**		3
Fourth Semester			**15 credit hours**
ECE 203	Special Needs Child Care	Child Growth and Development (ECE 101);	3
ECE 207	Early Childhood Curriculum II	Observing & Recording (ECE 102) Curriculum I (ECE 206); Internship I (ECE 298) or Concurrent	3
ECE 299	Childcare Internship II	Early Child. Curriculum II (ECE 207) or Concurrent	3
ECE	Early Childhood Elective*		3
SSI	Social Science Elective		3

ELECTIVES

*Recommended Early Childhood Education electives: ECE 103, ECE 104, ECE 201

**Recommended Humanities Elective: ENG 232

ENGINEERING (AS)

58 Credit Hours - Program Code: SSCEG

This program is designed to give students who are talented in the physical sciences a strong background in mathematics, chemistry, and physics. Students graduating with a Pre-Engineering concentration can gain employment as technicians at high-technology firms or can transfer to a four-year college or university to complete a baccalaureate degree. This program is excellent for students who want to be engineers. Our focus is on mathematical problem solving, which prepares you for a competitive career in industry. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), 3-401.

COURSE NUMBER	COURSE TITLE	PREREQUISITIES	CREDIT HOURS
First Semester			**16 credit hours**
ENG 101	English Composition I	Placement, ENG 091 or ENG 099	3
MAT 103	Pre-Calculus	Placement	4
SSI	Social Science Elective		3
ACS 102	The College Experience		3
EGR 120	Engineering Computations I	Pre-Calculus (MAT 103) Concurrent	3
Second Semester			**13 credit hours**
ENG 102	English Composition II	English Composition I (ENG 101)	3
MAT 201	Calculus I (W/Applc)	Pre-Calculus (MAT 103) or Placement	4
EGR 121	Engineering Design	Pre-Calculus (MAT 103) or Placement	3
HUM	Humanities Elective		3
Third Semester			**15 credit hours**
MAT 203	Calculus II (W/Appl)	Calculus I (W/Applc) (MAT 201)	4
SCI 123	Principles of Chemistry I	English Composition I (ENG 101) Eligible; Pre-Calculus (MAT 103) Concurrent; Placement	4
SCI 143	Principles of Physics I	Calculus I (W/Applc) (MAT 201) Concurrent	4
SSI	Social Science Elective**		3
Fourth Semester			**14 credit hours**
MAT 205	Calculus III (W/Appl)	Calculus II (W/Appl) (MAT 203)	4
SCI 144	Principles of Physics II	Principles of Physics I (SCI 143)	4
HUM/ENG/LAN	Humanities, English or Language Elective		3
	Open Elective		3

***General Elective course: SCI 133 (Environmental Science), EGR 210 (Statistics), or EGR 135 (Engineering Fundamentals) strongly recommended.

INFORMATION SYSTEMS TECHNOLOGY (AS)

64 Credit Hours - Program Code: SCSIT

The Information Systems Technology Department offers an Associate in Science Degree in Information Systems Technology that allows students to develop the information technology skills needed to succeed in today's professional environment. This degree will provide students with more options from which to choose in order to pursue a career or transfer to a four-year college: (1) The degree prepares students for a wide variety of employment opportunities in the computer information services industry such as computer operator, help desk support, programmer analyst, PC support technician, and network support technician. (2) This program is transferable to the University of Massachusetts Boston or other private or public University towards a four-year Bachelor of Science degree in Information Technology (BSIT). As a student in the program, you are expected to work with a department advisor in planning semester-by-semester class schedules leading toward fulfillment of all program requirements. If you plan to earn a bachelor's degree, you are responsible for learning the departmental requirements of the school to which you plan to transfer. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), 3-401.

COURSE NUMBER	COURSE TITLE	PREREQUISITIES	CREDIT HOURS
First Semester			**16 credit hours**
ACS 102	The College Experience		3
ENG 101	English Composition I	Placement, ENG 091 or ENG 099	3
MAT 103	Pre-Calculus	Placement	4
IST 110	IT Problem Solving	English Composition I (ENG 101) Eligible; Math Placement	3
IST 145	Visual Basic	IT Problem Solving (IST 110) or Concurrent; English Composition I (ENG 101) Eligible	3
Second Semester			**15 credit hours**
IST 130	Linux Operating Systems	English Composition I (ENG 101) Eligible; Math Placement; IT Problem Solving (IST 110)	3
HUM	Humanities Elective		3
ENG 102	English Composition II	English Composition I (ENG 101)	3
IST 170	Java I	English Composition I (ENG 101); Math Placement	3
IST 120	Microcomputer Applications	English Composition I (ENG 101) Eligible	3
Third Semester			**16 credit hours**
HUM	Humanities Elective		3
SSI	Social Science Elective		3
IST 270	Java II	Java I (IST 170)	3
SCI	Laboratory Science Elective (Integrated Science (SCI 151) Recommended)		4
IST 230	Relational Databases	IT Problem Solving (IST 110) or Permission of Instructor	3
Fourth Semester			**17 credit hours**
IST 150	Web Design Fluency	English Composition I (ENG 101) Eligible; IT Problem Solving (IST 110) or Concurrent	3
MAT 201 or IST Elective	Calculus I or IST 143 or 144	See Prerequisites for Course	4
IST 142	Network Fundamentals	Developmental Writing II (ENG 091) or Permission of Instructor	4
IST 298	IST Internship	18 Credits in IST Core	3
IST 210	Social Issues & Ethics in Computing	English Composition I (ENG 101); The College Experience (ACS 102) or Permission of Instructor	3

RADIOLOGIC TECHNOLOGY (AS)

60 Credit Hours - Program Code: SNRRT

The Radiologic Technologist works within the healthcare environment to provide diagnostic images for treatment and diagnosis. The imaging professional is responsible for accurately positioning patients and ensuring that a quality diagnostic image is produced. Each Radiologic Technologist is responsible for radiation safety, radiation protection and basic patient care. Clinical experience in Boston – area hospitals combined with coursework prepares graduates for positions in this high demand field. For more information about this program, contact the Health and Human Services Division, Building 4-319.

COURSE NUMBER	COURSE TITLE	PREREQUISITIES	CREDIT HOURS
First Semester			**14 credit hours**
HLT 150	Intro to Radiology Technology	Acceptance in Rad Tech Required.	3
HLT 152	Basic Radiologic Procedures	English Composition I (ENG 101); College-Level Math; Anatomy & Physiology I (SCI 201)	3
HLT 154	Clinical Practicum I		4
HLT 158	A&P For Radiologic Tech		4
Second Semester			**12 credit hours**
HLT 170	Prin. of Radiological Quality	Intro to Radiology Technology (HLT 150); Basic Radiologic Procedures (HLT 152);	3
HLT 171	Radiological Instrumentation	Clinical Practicum I (HLT 154) Intro to Radiology Technology (HLT 150);	3
HLT 172	Intermediate Rad Procedures	Basic Radiologic Procedures (HLT 152); Clinical Practicum I (HLT 154) Intro to Radiology Technology (HLT 150);	3
HLT 174	Clinical Practicum II	Basic Radiologic Procedures (HLT 152); Clinical Practicum I (HLT 154) Intro to Radiology Technology (HLT 150); Basic Radiologic Procedures (HLT 152); Clinical Practicum I (HLT 154)	3
Summer			**2 credit hours**
HLT 151	Basic Radiologic Technology		2
Third Semester			**5 credit hours**
HLT 175	Clinical Practicum III		5
Fourth Semester			**14 credit hours**
HLT 250	Fundamentals of Radiobiology	Clinical Practicum III Rad Tech (HLT 175)	4
HLT 252	Advanced Radiographic Proc	Clinical Practicum III Rad Tech (HLT 175)	3
HLT 254	Clinical Practicum IV	Clinical Practicum III Rad Tech (HLT 175)	4
ENG 102	English Composition II	English Composition I (ENG 101)	3
Fifth Semester			**13 credit hours**
HLT 270	Topics In Radiological Technology	Fundamentals of Radiobiology (HLT 250); Advanced Radiographic Procedures (HLT 252); Clinical Practicum IV (HLT 254)	3
HLT 274	HLT Clinical Practicum V	Clinical Practicum IV (HLT 254)	4
SSI 122	General Psychology	English Composition I (ENG 101) or Concurrent	3
Elective	Humanities course is recommended		3

Note: Prerequisite courses must be completed before applying to the program. See program admissions information. The student must be selected to the program before registering for Radiology/Allied Health (HLT) courses. It is recommended that students complete other general education courses before applying (Anat and Phys II, English II, Psychology, Humanities elective).

See RCC's course catalogue for a full description of courses. The successful completion of all HLT courses offered in one semester is pre-requisite to registering for courses the following semester. The program requires a speci c admission exam as part of the radiologic technology admissions criteria. Pre-requisite course work should be completed or in the process of completion prior to taking this exam.

WEB TECHNOLOGIES (AS)

64 Credit Hours - Program Code: SCSWT

The Information Systems Technology Department offers an Associate in Science Degree in Web Technologies that is designed for students interested in becoming Webmasters or Web developers using the personal computer as a tool in designing, developing and maintaining both front and back end components of Web sites. Through an in-depth course of study and a capstone project, students will learn to create, maintain and manage industry-standard Web sites and commerce sites on networks. Graduates of this program will be prepared for entry-level employment in the rapidly emerging field of Web authoring software and tools and Web development. If you plan to earn a bachelor's degree, you are responsible for learning the departmental requirements of the school to which you plan to transfer. For more information contact the Science, Technology, Engineering, and Math Division (STEM), Room 3-401.

COURSE NUMBER	COURSE TITLE	PREREQUISITIES	CREDIT HOURS
First Semester			**16 credit hours**
ACS 102	The College Experience		3
ENG 101	English Composition I	Placement, ENG 091 or ENG 099	3
IST 110	IT Problem Solving	English Composition I (ENG 101) Eligible; Math Placement	3
MAT 103	Pre-Calculus	Math Placement	4
IST 145	Visual Basic	IT Problem Solving (IST 110) or Concurrent; English Composition I (ENG 101) Eligible	3
Second Semester			**16 credit hours**
IST 130	Linux Operating Systems	English Composition I (ENG 101) Eligible; Math Placement; IT Problem Solving (IST 110)	3
ENG 102	English Composition II	English Composition I (ENG 101)	3
IST 142	Networking Fundamentals	Developmental Reading and Writing II (ENG 091); or Permission of Instructor	4
IST 120	Microcomputer Applications	English Composition I (ENG 101) Eligible	3
IST 150	Web Design Fluency	English Composition I (ENG 101) Eligible; IT Problem Solving (IST 110) or Concurrent	3
Third Semester			**17 credit hours**
SCI	Laboratory Science Elective		4
HUM	Humanities Elective		3
IST 151	Web Development & Design	Web Design Fluency (IST 150)	3
IST 144	LAN Switching and Wireless	Developmental Reading and Writing (ENG 091); Network Fundamentals (IST 142): or Permission of Instructor	4
SSI	Social Science Elective		3
Fourth Semester			**15 credit hours**
HUM	Humanities Elective		3
IST 210	Social Issues & Ethics In	English Composition I (ENG 101); The College Computing Experience (ACS 102) or Permission of Instructor	3
IST 250	Web Graphics	Web Development & Design (IST 151)	3
IST 298	IST Internship	18 Credits in IST Core	3
IST 251	Internet Programming	Web Development & Design (IST 151)	3

CERTIFICATE PROGRAMS (C)

Roxbury Community College's certificate programs are one-year programs of study in a specific technical area that prepare students for entry-level employment in such popular careers as Practical Nursing, Biotechnology, and Information Systems Technology.

ACCOUNTING (C)

27 Credit Hours - Program Code: CBUAC

Financial records must be kept in all profit and non-profit organizations including government, industry, retail, the healthcare system and education. Those earning this certificate are equipped to work in business offices as bookkeeping clerks or entry-level financial assistants.

COURSE NUMBER	COURSE TITLE	PREREQUISITIES	CREDIT HOURS
First Semester			**15 credit hours**
ACS 102	The College Experience		3
ENG 101	English Composition I	Placement, ENG 091 or ENG 099	3
IST 120	Microcomputer Applications	ENG 101 eligible	3
BUS 101	Principles of Accounting I	ENG 101 eligible	3
BUS 221	Business Law I		3
Second Semester			**12 credit hours**
ENG 102	English Composition II	ENG 101	3
BUS 102	Principles of Accounting II		3
BUS 103	Income Taxes		3
BUS 104	Computerized Accounting	BUS 101	3

BIOTECHNOLOGY/BIOMANUFACTURING (C)

29 Credit Hours - Program Code: CSCBI

Biotechnology and biomanufacturing industries are among the most rapidly expanding fields in Massachusetts. The Biotechnology/Biomanufacturing Certificate Program is designed for the student who wishes to learn about the field of biotechnology or who may already have a scientific background but desires to study the details of this burgeoning field in the hope of gaining an entry level position at one of the many biotechnology companies, hospitals, clinics or labs in the greater Boston areas: research assistants, lab technicians, manufacturing technicians, quality control technicians, documentation coordinators, and instrumentation calibration coordinators are examples of such careers.

COURSE NUMBER	COURSE TITLE	PREREQUISITIES	CREDIT HOURS
First Semester			**14 credit hours**
SCI 104	Biology II	Biology I (SCI 103)	4
SCI 123	Principles of Chemistry I	English Composition I (ENG 101) Eligible; Pre-Calculus (MAT 103) Concurrent; Placement	4
ACS 102	The College Experience		3
ENG 101	English Composition I	Placement, ENG 091 or ENG 099	3
Second Semester			**8 credit hours**
SCI 204	Microbiology	Biology I (SCI 103)	4
SCI 206	Biomanufacturing I	Biology II (SCI 104); Principles of Chemistry I (SCI 123); English Composition I (ENG 101); Microbiology (SCI 204) Concurrent; Mathematics for Technology (MAT 111) Concurrent	4
Third Semester			**7 credit hours**
SCI 207	Biomanufacturing II	Introduction to Biomanufacturing I (SCI 206); Mathematics for Technology (MAT 111); Microbiology (SCI 204)	4
SCI 298	Internship In Biotechnology	Introduction to Biomanufacturing I (SCI 206); Mathematics for Technology (MAT 111); Microbiology (SCI 204)	3

Biotechnology is the application of biological techniques to produce products that range from improved diagnostic tests and therapeutic agents for both established as well as emerging illnesses, to more nutritious and plentiful sources of food, to novel methods in remedying environmental ills. In short, biotechnology has revolutionized the way we understand and view living systems. In addition, the potential for further advances appears limitless.

Biotechnology and bioscience-related industries are among the most rapidly expanding fields today in Massachusetts. The Biotechnology/Biomanufacturing Certificate Program at Roxbury Community College is designed for the student who wishes to learn more about the field of biotechnology or who may already have a scientific background but desires to study the details of this burgeoning field in the hope of gaining an entry level position at one of the many biotechnology companies in the Boston area.

BROADCAST MEDIA TECHNOLOGY (C)

27 Credit Hours - Program Code: ALABT

This exciting certificate program is designed to introduce the basic core skills needed for students who wish to begin a career in Broadcast Radio or Television and not pursue a degree track. In addition to learning the latest in digital editing technology, students will use state-of-the-art equipment and develop, produce, and direct a short video project. Other techniques taught include synchronization, audio mixing, lighting, dubbing, and special effects production.

For more information, contact the Science, Technology, Engineering, and Math Division (STEM), Room 3-401.

COURSE NUMBER	COURSE TITLE	PREREQUISITIES	CREDIT HOURS
First Semester			**16 credit hours**
ACS 102	The College Experience		3
ENG 101	English Composition I	Placement, ENG 091 or ENG 099	3
MAT 103 or above			3
BMT 100	Intro Producing & Directing	Placement in ENG 099 or higher; and BMT 120 corequisite	3
BMT 120	Video Techniques	Placement in ENG 099 or higher; and BMT 100 corequisite	3
Second Semester			**12 credit hours**
BM 110	Television Production	BMT 100 and BMT 120	3
BMT 230	Intro to Video Editing	BMT 120	3
HUM	Humanities Electives		6

ELECTIVES

HUM – 2 courses from the following: ENG 220, 221, 225, 226, 227, 232, 235, 240, 245, 261; HUM 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 130, 131, 132, 134, 140, 141, 142, 160, 161, 162, 163, 164, 165, 166, 167, 168, 170, 171, 173, 174, 176, 204, 290

INFORMATION SYSTEMS TECHNOLOGY (C)

31 Credit Hours - Program Code: CCSIT

The Information Systems Technology Department offers a Certificate in Information Systems Technology which is structured to help meet the career goals of individuals who at present have little or no academic or work-related background in computer programming. Upon completion of a Certificate in Information Systems Technology, students will be prepared to fill a variety of entry-level support positions in training, sales, or utilization of common workplace computer programs. For more information, contact the Science, Technology, Engineering, and Math Division (STEM), Room 3-401.

COURSE NUMBER	COURSE TITLE	PREREQUISITIES	CREDIT HOURS
First Semester			**12 credit hours**
ACS 102	The College Experience		3
IST 110	IT Problem Solving	English Composition I (ENG 101) Eligible; Math Placement	3
IST 120	Microcomputer Applications	English Composition I (ENG 101) Eligible	3
IST 145	Visual Basic	IT Problem Solving (IST 110) or Concurrent; English Composition I (ENG 101) Eligible	3
Second Semester			**9 credit hours**
IST 130	Linux Operating Systems	English Composition I (ENG 101) Eligible; Math Placement; IT Problem Solving (IST 110)	3
IST 170	Java I	English Composition I (ENG 101); Math Placement; Microcomputer Applications (IST 120)	3
IST 142	Networking Fundamentals	Developmental Reading and Writing (ENG 091); IT Problem Solving (IST 110) or Permission of Instructor	4
Third Semester			**9 credit hours**
IST 210	Social Issues & Ethics in Computing	English Composition I (ENG 101); The College Experience (ACS 102) or Permission of Instructor	3
IST 150	Web Design Fluency	English Composition I (ENG 101) Eligible; IT Problem Solving (IST 110) or Concurrent	3
IST 270	Java II	Java I (IST 170)	3

NETWORK ADMINISTRATION (C)

32 Credit Hours - Program Code: CCSNE

The Information Systems Technology Department offers a three semester Certificate in Network Administration that allows students to develop the information technology skills needed to succeed in today's professional environment. This certificate will provide students with hands-on training necessary to pursue an IT career. It prepares student's to demonstrate their proficiency by taking certain certification exams or transfer to the AS degree program: Upon completion this certificate program, students are eligible to take the CompTIA A+, Cisco CCENT and CCNA certification exams. For more information, contact the Science, Technology, Engineering, and Math Division (STEM), Room 3-401.

COURSE NUMBER	COURSE TITLE	PREREQUISITIES	CREDIT HOURS
First Semester			**14 credit hours**
ACS 102	The College Experience		3
IST 110	IT Problem Solving	English Composition I (ENG 101) Eligible; Math Placement	3
IST 117	IT Essentials - PC Hardware and Software	Developmental Reading and Writing 2 (ENG 091); IT Problem Solving (IT 101)	4
IST 142	Network Fundamentals	Developmental Reading and Writing 2 (ENG 091) Eligible	4
Second Semester			**8 credit hours**
IST 143	Routing Protocols and Concepts	Network Fundamentals (IST 142) or Permission of Instructor	4
IST 144	L.A.N. Switching and Wireless	Network Fundamentals (IST 142) or Permission of Instructor	4
Third Semester			**10 credit hours**
IST 242	Accessing The Wan	Developmental Reading and Writing 2 (ENG 091)Eligible; Routing Protocols and Concepts (IST 143); Lan Switching and Wireless (IST 144)	4
IST 210	Social Issues & Ethics in Computing	English Composition I (ENG 101); The College Experience (ACS 102) or Permission of Instructor	3
IST 298	IST Internship	18 Credits in IST Core	3

COURSE DESCRIPTIONS

COLLEGE EXPERIENCE (ACS)

ACS 102 - THE COLLEGE EXPERIENCE 3 CREDITS

This three-credit course, required of all new students in the first semester is designed to provide students with the necessary tools for academic success in all subject areas. Students will explore learning strategies in all subject areas through extensive reading, writing, and classroom discussions. The course will also promote awareness of academic and student support resources available at RCC. Cultural awareness and appreciation are woven into the course. This course satisfies the College Survival Seminar requirement.

BROADCAST MEDIA TECHNOLOGY (BMT)

BMT 100 - INTRO PROD & DIRECTING 3 CREDITS

Prerequisites: Placement in ENG 099 or higher; Corequisite: BMT 120

Designed for students interested in becoming a producer or director within the television industry. The financial, creative, and decision-making responsibilities associated with being a producer or a director are explored. Topics include, but are not limited to, directional decisions, special effects, use of music and music rights, time constraints and costs, copyrights, scripts, staging, and prop placement. Students will be required to develop, produce, and direct a short video project.

BMT 110 - TELEVISION PRODUCTION 3 CREDITS

Prerequisites: BMT 100; BMT 120

Students learn to operate audio boards, video switchers, studio cameras, character generators, intercom systems, and various videotape machines. Hands-on training on state-of the-art equipment is emphasized. Assignments are designed to develop familiarity with video equipment so that it can be used effectively to visualize concepts, ideas, and stories.

BMT 120 - VIDEO TECHNIQUES 3 CREDITS

Prerequisite:Placement in ENG 099 or higher
Corequisite: BMT 100

This course is designed to give students a basic overview of electronic field production and news gathering. Field cameras, microphones and microphone placement, audio mixing, editing, and lighting will be discussed. This is a hands-on course.

BMT 210 - ADVANCED TV PRODUCTION 3 CREDITS

Prerequisite: BMT 110

This is an advanced course in television production theory and practicum. Emphasis is placed on the conceptualization, planning, and execution of advanced television programs. Students will learn and acquire practical experience in the Television Studio setting. The course will also include advanced level study of various television genres such as drama, sitcom, game shows, talk shows, magazine, and sports shows. Students will learn, through study, about historical television seasons and relationship to successful ventures. Students will develop, pitch and write their own television series, news and prospectus in addition to learning how to manage and run a television production studio. Student projects will be broadcast weekly via the Internal Cable Broadcast System and internet streaming.

BMT 230 - INTRO.VIDEO EDITING 3 CREDITS

Prerequisite: BMT 120

This course is a continuation of BMT 120 Video Techniques. It introduces the basic skills and principles of video editing in the post-production stage. Students will be given a series of pre-produced videos to edit utilizing Apples Final Cut

Express software application. Synchronization, audio mixing and dubbing, character generated graphics and sound or special effects will be discussed. Editing will involve mini-DV, DVCAM, DV, cuts only projects, although other video formats will be introduced. This course is a program requirement and should be taken in the third semester of study. An enrollment maximum of eight (8) students should be allowed in this course.

BMT 235 - ADVANCED VIDEO EDITING 3 CREDITS

Prerequisite: BMT 230

This is an advanced hands-on course in Non-Linear editing fundamentals and concepts. Students enhance their knowledge of editing by learning how to mark and edit clips, color correct sequences, create transitions, apply filters and effects, add titles, work with audio and much more. Students develop projects by using Final Cut Studio, the award winning software suite by Apple Computers, Inc. Upon completion of this class, students can become a Certified Apple Pro by taking the certification exam at an Apple Authorized Training Center.

BMT 298 - BMT INTERNSHIP I 3 CREDITS

Prerequisite: Permission of the Program/Internship Coordinator; enroll in a degree or certificate BMT program, ENG 101, three-courses in the major, minimum 2.0 GPA.

This three-credit course is offered during the fall and spring semesters. It is designed for students to gain hands-on experience a resume builder and an opportunity to network. Students will develop a resume, cover letter and references prior to placement. Students will meet with the Internship Coordinator and an Assigned Internship Faculty Advisor from their program of study during the course of the semester to monitor the interns' progress. Students are required to complete 150 hours (minimum of 10 hours per week), assigned readings, a mid-term project and a final project that will include an oral/poster presentation. Students currently employed in their program of study may be eligible to combine an internship with employment

BMT 299 - BMT INTERNSHIP II 3 CREDITS

Prerequisites: Permission of the Program/Internship Coordinator

This three-credit course is designed for students to gain hands-on experience in a work setting related to their career interest. Students must develop a resume, cover letter and references prior to placement. Students are required to complete 150 hours (minimum of 10 hours per week), assigned readings, a mid-term project and a final project that will include an oral presentation. Students currently employed in their program of study may be eligible to combine the internship with their employment. Prerequisites: Students must be enrolled in a degree or certificate program, completion of English Composition 101, three-courses in their major and possess a minimum 2.0 GP

BUSINESS (BUS)

BUS 101 - PRINCIPLES OF ACCOUNTING I 3 CREDITS

Prerequisite: Eligibility for ENG 101 and Eligibility for MAT 099

The fundamental principles of accounting theory are the focus of this course. Emphasis is placed on understanding the accounting cycle, journals, ledgers, adjusting and closing entries, working papers, and financial statements.

BUS 102 - PRINCIPLES OF ACCOUNTING II 3 CREDITS

Prerequisite: BUS 101

As a continuation of BUS 101, this course focuses on accounting theory in relation to the specific needs of corporations and partnerships. Students will explore problems relating to assets and liabilities, payroll systems, methods of computing dividends, and corporate financial statements.

BUS 103 - INCOME TAXES 3 CREDITS

Prerequisite: ENG 101; and Eligibility for college-level mathematics

This course introduces students to the basic concepts of federal income taxation for individuals, partnerships, and corporations, with an emphasis on determining taxable income, allowable deductions, gains and losses. Students will practice preparing sample tax returns. Prior knowledge of accounting may be helpful but is not required for this course.

BUS 104 - COMPUTERIZED ACCT 3 CREDITS

Prerequisite: BUS 101

NOTE: Quickbooks does not run on MAC OS.

Students enrolled in this course will learn to use accounting software packages to set up and maintain computerized accounting records. Topics covered will include customer, vendor and employee records, accounts payable, accounts receivable, banking, payroll, job costing, and financial statement preparation. Integration of accounting data with word processing and spreadsheet applications will also be introduced.

BUS 106 - VOLUNTEER INCOME TAX ASST. 3CREDITS

Prerequisite: BUS 103

This community service course is provided jointly by Roxbury Community College and the Internal Revenue Service. Students who participate in the program are trained to prepare tax returns. Upon successful completion of the training, students will prepare tax returns free of charge for elderly, lower income, non-English-speaking, and other disadvantaged individuals. Students normally must work a minimum of 5 hours per week from January to April.

BUS 130 - INTRODUCTION TO BUSINESS 3 CREDITS

Prerequisite: No Prerequisite

This course introduces students to various business topics, including the global environment of business; management, marketing, and accounting issues; and business organizations. It also explores career opportunities in business.

BUS 131 - MANAGEMENT I 3 CREDITS

(Formerly: BUS 231)

Prerequisite: ENG 101

Management principles, including communication, motivation, and group dynamics are the focus of this course. Through readings, lectures, classroom discussions, and case studies, students will explore problem-solving strategies for effective planning, cost control, and overall organization in a management environment.

BUS 132 - MANAGEMENT II 3 CREDITS

(Formerly: BUS 232)

Prerequisite: BUS 131

As a continuation of Management I, this course examines the supervisory role of the business manager. Students will explore issues such as leadership and motivation, planning, problem solving, staffing, communication, styles of supervision, organizing, and controlling. Through classroom lectures, readings, homework assignments, and case studies, students will learn that successful management is based on both an understanding of business principles and the ability to supervise others.

BUS 141 - INTRO TO MARKETING 3 CREDITS

(Formerly BUS 441)

Prerequisite: Management I-BUS 131

Students enrolled in this course will examine marketing as seen from the perspective of the individual business and the larger society, with an emphasis on the integral relationship between consumer attitudes and marketing activities.

BUS 160 - INVESTMENT ANALYSIS 3 CREDITS

This course will enable students to invest based on their needs, values, and risk tolerance. Students will analyze stock, mutual fund, options, bond, and commodities markets to evaluate the advantages and disadvantages of stock, real estate, CD's, tax deferred annuities, 401K plans, and IRA's. Students will learn to use savings and debt to help them achieve personal and financial goals.

BUS 161 - INTRO TO GLOBAL MARKETING 3 CREDITS

Prerequisite: BUS 141; and ENG 101

This course is designed to enable students to develop the skills necessary to make marketing decisions with a global focus. Over the last two decades, there has been a shjft in focus from domestic to global marketing. Emphasis in this course will be on the differences between domestic and global marketing, the scope of global marketing, and the integration of global marketing with other fields including, global economic forces, social and cultural influences, and the political and legal forces that affect international firms.

BUS 162 - INTRODUCTION TO INT'L BUSINESS 3 CREDITS

Prerequisite: ENG 101

This course is designed to develop skills that will enable students to be comfortable and effective in a worldwide marketplace. Students should be able to understand and analyze the impact of trade negotiations on themselves and their firms. The global economic environment in which international businesses compete and the forces that have created this environment will be discussed.

BUS 181 - STARTING YOUR OWN BUSINESS 3 CREDITS

Prerequisite: ENG 101 eligible

Students enrolled in this course will learn how to plan, start, market, and manage a new small business enterprise. Emphasis will be place on a) identifying marketable business opportunities, b) the business plan, and c) understanding and applying the principles of planning, organizing, activating, and controlling to a small business startup environment.

BUS 201 - INTERMEDIATE ACCOUNTING I 3 CREDITS

Prerequisite: BUS 102

In this course, students will examine valuation problems relating to inventories, investments, receivables, and other assets. An emphasis is placed on accounting principles, income determination, and the preparation of financial statements.

BUS 202 - INT ACCOUNTING II 3 CREDITS

Prerequisite: BUS 201

As a continuation of Intermediate Accounting I (BUS 201), students will examine problems relating to lease and pension plans, long-term investments, and current and long-term liabilities. Other topics discussed in the course include capital stock, stock rights and warrants, and an introduction to present value techniques for accounting valuation.

BUS 203 - MANAGERIAL ACCOUNTING 3 CREDITS

Prerequisite: BUS 102

Students enrolled in this course will examine cost accounting practice for various aspects of manufacturing, including materials, labor, and factory overhead. Cost accumulation is also discussed as it pertains to job order systems, process systems, and standard cost systems.

BUS 206 - INTRO TO FINANCE 3 CREDITS

Prerequisite or Co-requisite: Principles of Accounting II (BUS 102)

An introduction to financial management for business firms is the focus of this course. After a review of financial statements and forms of organization, students will explore the use of assets and cost of capital as management evaluation techniques. Other topics discussed in class include an overview of the securities market, effects of inflation, investment institutions, and the essentials of international finance.

BUS 221 - BUSINESS LAW I 3 CREDITS

(Formerly BUS 321)

Prerequisite: ENG 101 eligible

This course introduces students to the legal environment of business. Topics of discussion include sources of law, the court system, business torts, intellectual property, and cyber law, criminal law, E-commerce and dispute resolution, ethics, contract and product liability law.

BUS 222 - BUSINESS LAW II 3 CREDITS

(Formerly BUS 322)

Prerequisite: BUS 221

This course continues to build on the information learned in Business Law I. Students will explore the fundamental concepts of property in the context of the Uniform Commercial Code, with an emphasis on sales, commercial paper, and secured transactions. Related topics discussed in class will include insurance, product liability, and consumer protection.

BUS 230 - INTRO TO BUSINESS 3 CREDITS

Prerequisite: ENG 101

This course introduces students to various business topics, including the global environment of business; management, marketing, and accounting issues; and business organizations. It also explores career opportunities in business.

BUS 231 - MANAGEMENT I 3 CREDITS

Prerequisite: ENG 101

Management principles, including communication, motivation, and group dynamics are the focus of this course. Through readings, lectures, classroom discussions, and case studies, students will explore problem-solving strategies for effective planning, cost control, and overall organization in a management environment.

BUS 232 - MANAGEMENT II 3 CREDITS

Prerequisite: BUS 231

As a continuation of Management I, this course examines the supervisory role of the business manager. Students will explore issues such as leadership and motivation, planning, problem solving, staffing, communication, styles of supervision, organizing, and controlling. Through classroom lectures, readings, homework assignments, and case studies, students will learn that successful management is based on both an understanding of business principles and the ability to supervise others.

BUS 261 - INTRO TO GLOBAL MARKETING 3 CREDITS

(Formerly BUS 161)

Prerequisite: Intro to Marketing

This course is designed to enable students to develop the skills necessary to make marketing decisions with a global focus. Over the last two decades, there has been a shjft in focus from domestic to global marketing. Emphasis in this course will be on the differences between domestic and global marketing, the scope of global marketing, and the integration of global marketing with other fields including, global economic forces, social and cultural influences, and the political and legal forces that affect international firms.

BUS 262 - INTRO TO INTERNATIONAL BUSINESS 3 CREDITS

(Formerly BUS 662)

This course is designed to develop skills that will enable students to be comfortable and effective in a worldwide marketplace. Students should be able to understand and analyze the impact of trade negotiations on themselves and their firms. The global economic environment in which international businesses compete and the forces that have created this environment will be discussed.

BUS 281 - SMALL BUSINESS MGMT. 3 CREDITS

Students enrolled in this course will learn about the specific management needs of small business enterprise. Emphasis will be placed on understanding and applying the principles of planning, organizing, activating, and controlling to a small business environment. In each area, the importance of small firms will be highlighted.

BUS 298 - BUSINESS INTERNSHIP 3 CREDITS

Prerequisite: Permission of Program/Internship Coordinator

This three-credit course is designed for students to gain hands-on experience in a work setting related to their career interest. Students must develop a resume, cover letter and references prior to placement. Students are required to complete 150 hours (minimum of 10 hours per week), assigned readings, a mid-term project and a final project that will include an oral presentation. Students currently employed in their program of study may be eligible to combine the internship with their employment.

BUS 299 - INTERNSHIP II 3 CREDITS

This three-credit course is designed for students to gain hands-on experience in a work setting related to their career interest. Students must develop a resume, cover letter and references prior to placement. Students are required to complete 150 hours (minimum of 10 hours per week), assigned readings, a mid-term project and a final project that will include an oral presentation. Students currently employed in their program of study may be eligible to combine the internship with their employment. Prerequisites: Students must be enrolled in a degree or certificate program,

completion of English Composition 101, three-courses in their major and posses a minimum 2.0 GPA.

CRIMINAL JUSTICE PROGRAM (CJP)

CJP 100 - INTRO TO CRIMINAL JUSTICE 3 CREDITS

This course provides an overview of the history and present-day operation of the criminal justice process in the United States. Students will analyze the role, responsibility, and authority of each of the components of the system: police, courts, and corrections. They will also explore and examine the underlying principles and values of justice.

CJP 110 - INTRO TO CRIMINOLOGY 3 CREDITS

Prerequisite: ENG 101

This course introduces the student to the major perspectives, concerns, controversies, and debates that characterize the contemporary study of crime, criminals, and criminal behavior. It examines these problems by drawing upon other disciplines such as sociology, psychology, political science, anthropology, philosophy, medicine, and biology i.e. to provide an integrated approach to understanding the problem of crime in contemporary society and to advance solutions to the crime quagmire.

CJP 115 - THE CRIMINAL MIND 3 CREDITS

Prerequisite: ENG 101

Corequisite: CJP 110, SSI 122 or SSI 123

This course provides criminology students with a study of the psychological perspective of offending related to violent crimes, sex crimes, gang activity, drug crimes, property crimes and criminal justice analysis. Through field study research, the student will identify, discuss, analyze and critically evaluate the contributions of psychological theory to understand motive and intent of human criminal behavior. The psychological and social effects of crime on the criminal, the victim and society at large will also be explored.

CJP 120 - CRIMINAL LAW 3 CREDITS

Prerequisite: ENG 101

This course examines criminal law in the United States from a broad perspective. It will present the general principles and doctrines that affect the whole of criminal law, such as elements of criminal offenses, defenses to crimes, theories of punishment and rehabilitation, and perspectives on crime and criminal law. In addition, students will learn the elements of some specific crimes, such as homicide, criminal sexual conduct, crimes against public order, crimes against public morals, and crimes against property, including burglary, larceny and arson. A brief discussion of criminal procedure and constitutional limitations on government will be presented as preparation for future study of criminal justice procedure.

CJP 130 - LAW ENFORCEMENT OPERATIONS 3 CREDITS

Prerequisite: ENG 101

This course traces the development and evolution of law enforcement to current practices in the United States. Students will analyze the role of police agencies in our society and current problems faced by law enforcement. Career opportunities in local, state, and federal law enforcement will be discussed.

CJP 140 - CRIMINAL COURT PROCESS 3 CREDITS

Prerequisite: ENG 101

This course provides a comprehensive look at the criminal justice process from arrest to sentencing. Students will analyze the responsibilities of prosecutors, defense attorneys, and judges and the role that each plays in the process. Topics will include: plea-bargaining, victim-witness assistance, jury selection, diversion and sentencing options.

CJP 160 - JUVENILE JUSTICE SYSTEM 3 CREDITS

(Formerly CJP 103)

This course traces the historical development of the juvenile justice system and examines how and why youthful offenders and children designated “in need of service” are treated differently from adults. Recent legislative changes and the impact of these changes on the handling of certain categories of juveniles will also be studied.

CJP 200 - CONSTITUTIONAL LAW 3 CREDITS

(Formerly CJP 260)
Prerequisite: ENG 101

In this course, students will focus on selected aspects of civil liberties and civil rights in the United States. It will address government limitations of power, and constitutional law questions about “who” should decide the content and nature of liberty as well as the issues of judicial activism and restraint. The primary goal of the course is to discuss our rights- not who defines them. Therefore, emphasis is on the Constitution and US Supreme Court cases which delineate the legal doctrines relevant to defining the constitution’s guarantees of liberty. The student will be expected to learn about freedom of speech and press, freedom of religion, privacy, discrimination, capital punishment, and future directions. This course will help students grow as citizens and enable them to critically analyze the events surrounding them.

CJP 202 - PROBAT, PAROLE, CMTY CORRECTIONS 3 CREDITS

Prerequisite: ENG 101

This course traces the development and roles of probation, parole and other community sentencing alternatives in the United States. Particular attention is paid to the legal, functional, and administrative aspects of these sanctions, as well as the impact on recidivism and offender reintegration.

CJP 204 - FAMILY LAW 3 CREDITS

Prerequisite: ENG 101

This course is intended to provide students with the skills and information necessary to review and analyze important issues in family law. Students will learn about paternity, divorce, child custody and support, alimony and adoption proceedings as well as domestic violence restraining orders and actions relating to pre and post nuptial agreements and separation orders.

CJP 210 - CORRECTIONAL INSTITUTIONS 3 CREDITS

(Formerly CJP 201)
Prerequisite: ENG 101

The development of correctional institutions and current correctional practices in the United States. Students will analyze the function and operation of correctional facilities, with particular emphasis on the Massachusetts correctional system.

CJP 215 - THE CRIMINAL MIND 3 CREDITS

Prerequisite: ENG 101

This course provides criminology students with a study of the psychological perspective of offending related to violent crimes, sex crimes, gang activity, drug crimes, property crimes, and criminal justice analysis. Through field study research, the student will identify, discuss, analyze, and critically evaluate the contributions of psychological theory to understand motive and intent of human criminal behavior. The psychological and social effects of crime on the criminal, the victim and society at large will also be explored.

CJP 225 - LAW AND SOCIETY 3 CREDITS

Prerequisite: ENG 101 and CJP 200

This course will examine the origin, development, and enforcement of law in society from a multi-paradigmatic perspective. It will probe into the sociological, political, anthropological, and philosophical context of law, and critically consider the relationship of law to social change and vice versa. The course will also investigate the role of class conflict and dissent in the legislative process.

CJP 226 - RACE, ETHNICITY, AND CRIME 3 CREDITS

Prerequisite: ENG 101

This course explores the social context for the constructs of race and ethnicity and analyzes the racial and ethnic implications of the United States Constitution and other federal and state laws. Particular attention will be paid to

identifying and analyzing landmark cases and their impact on the political and legal structure of the nation. Students will also evaluate the effects of racial, ethnic, and gender bias in jury selection, jury verdicts, sentencing, corrections and other areas of the criminal justice system.

CJP 260 - CIVIL LIBERTIES 3CREDITS

This course will present a description of the history of the United States Constitutional interpretation and current doctrine concerning judicial review, the Federal and State System, the Bill of Rights, Separation of Powers, Freedom of Speech and Religion, Due Process and Equal Protection. Special attention will be given to current controversies regarding Judicial Activism, Judicial Restrain pointing directly to the recent United States Supreme Court's role in the election 2000. Particular emphasis will be made regarding challenge against the "Right of Privacy" and Affirmative Action.

CJP 298 - CRIMINAL JUSTICE INTERNSHIP 3 CREDITS

Prerequisite: Permission of Department Chair/Program Coordinator; completion of 3 CJP required courses; 2 or above GPA; good academic standing; completion of English Competition 101.

Internship Requirement:

This three-credit course will provide students with "real world" experience within the criminal justice system. Students will be exposed to and contribute to actual day to day functions of various criminal justice professions. Students will be directed and mentored in performing specific required tasks by designated site supervisors while also learning more about the critical interplay between law enforcement agencies and all criminal justice proceedings through various reading assignments and scheduled class discussions.

Students will be required to work 150 hours during the semester at the internship site. Internships can be held at law enforcement agencies, private or public research entities, policy making bodies, the legislature, the court system, substance abuse treatment facilities, probation, parole or human services agencies that are connected to the criminal justice system. The internship, along with other assigned class work, is designed to help students improve their practical understanding of the criminal justice system. Interns are required to maintain a written daily journal documenting the Internship experience. Documentation should cover, types of tasks performed and observed. Actual work hours must be logged into electronically into RCC's time sheet system. Each Student Intern will receive at least one site visit from the Faculty Advisor during the course of the internship. A 2-3 page written summary is required at mid-term. This written summary should highlight the student's internship observations to date. Also, there will be a meeting between the Intern, site supervisor, and faculty to review the Internship Agreement to affirm that the original objectives are still appropriate and obtainable, making modifications if necessary. There will be an End of Semester Presentation/ Internship Showcase. All student interns must complete a final self-assessment, evaluation of the internship site and our program, as well as receive a formal evaluation from the site and faculty.

Please see Internship Agreement for more information.

EARLY CHILDHOOD EDUCATION (ECE)

ECE 100: FOUNDATIONS OF EARLY CHILDHOOD EDUCATION 3 CREDITS

Prerequisites: None

This course gives a foundational base for an understanding of the critical early years of life. The importance of childhood, developing values, and professionalism are discussed. Special emphasis will be placed on the roles and responsibilities of the teacher and high quality environments that emphasize anti-bias, self-help and inclusion. Students gain an understanding of developmentally appropriate practices with young children and working with diverse families.

ECE 101 - CHILD GROWTH & DEV 3 CREDITS

Prerequisite: ENG 101 eligible

Students enrolled in this course will explore the theories and practices of growth and development for infants and young children, with an emphasis on significant and recent research, contemporary schools of thought, and theories of human development. Additional topics covered in this course include the influence of heredity and environment on child development, infant and child health care, socialization and sex role stereotyping. Fulfills Social Science core requirement.

ECE 102 - OBSERVING & RECORDING 3 CREDITS

Prerequisite: ECE 101

Students enrolled in this field placement course will observe, analyze, and evaluate childhood behavior in a variety of pre-school settings. Particular attention will be focused on the children's social, emotional, and intellectual skills. Other topics discussed in class include the role of the classroom teacher, the curriculum, and the organization of pre-school settings. Field study comprises two thirds of the course.

ECE 104 - CUR ISS EARLY CHILD 3 CREDITS

Prerequisite: ECE 101 or concurrent

Young children are greatly influenced by the world around them. In this course, students will discuss many of those influences, with particular attention to the issues of family and school. Topics include sexuality and sexual behavior, changing family patterns, the impact of divorce, single parenting, alcoholism, and the impact of the school environment. Students will explore strategies to help parents meet their children's changing developmental needs and ways to encourage good parenting skills.

ECE 105 - HEALTH, SAFETY, AND NUTRITION 3 CREDITS

Prerequisite: ENG 091 Placement

This course focuses in the physical and psychological safety, health, and nutritional needs of children from birth to age five. Topics include factors that impact healthy learning environments for children, such as wellness of young children, health and nutritional guidelines, indoor and outdoor safety, and licensing regulations. Students will learn about childhood illnesses, as well as the recognition of child abuse and neglect, and partnering with families.

ECE 106 - GUIDANCE & DISCIPLINE 3 CREDITS

Prerequisite: ECE 101 or ECE 102

This course will develop a framework for understanding the emotional and behavioral development of young children. It will examine traditional methods of teaching right and wrong by using reward and/or punishment, which often gives the appearance of working. It will also emphasize the interpersonal relationships between children, teachers and caregivers based on communication, respect, love, and understanding. Students will examine the art of teaching and helping children to learn with understanding of class controls and structuring/restructuring of the environment.

ECE 201 - EXPLORING PARENTING 3 CREDITS

Prerequisite: ECE 101 or concurrent

Learning to facilitate parent education groups and understanding group dynamics in a culturally sensitive environment is the focus of this course. Students will develop group leadership and group facilitation skills as they explore current issues in parenting as identified by the Office of Youth Services.

ECE 202 - HISTORY & THEORY EARLY CHLDHD 3 CREDITS

Prerequisite: ECE 101 and ECE 102

Students enrolled in this course will review the history and theories of early childhood education as the basis for exploring contemporary issues. Classroom discussions and readings will focus on current trends and the future direction of early childhood education, relative to educational practices and classroom curriculum.

ECE 203 - SPECIAL NEEDS CHILD CARE 3 CREDITS

Prerequisite: ECE 101 and ECE 102

Students enrolled in this course will develop an understanding of the abilities and disabilities of children classified as exceptional or "special needs" children, as well as the instructional organizations necessary to help special needs students achieve their potential. In addition, students will examine the impact of educational and psychological handicaps on an individual.

ECE 204 - CHILD HEALTH CARE 3 CREDITS

Prerequisite: ECE 101

This course identifies and discusses the health problems and health needs of young children, including common childhood disorders and diseases and the principles of nutrition related to meal planning for young children. Students examine the role of both the school and the home in the physical development of young children.

ECE 205 - EXPRESSIVE ARTS 3

CREDITS

Prerequisite: ECE 101 and ECE 102

The central theme of this course is to explore the many ways in which children can express their creativity in a day care environment through planned activities involving music, art, rhythm and movement, and dramatic play. Through expressive arts, teachers can gain insight into a child's individual personality, hopes, dreams, fears, and frustrations and can use this information to create a positive and rewarding learning environment for young children aged 2-6.

ECE 206 - EARLY CHLD CURR I 3 CREDITS

Prerequisites: ECE 101 and ECE 102

This course provides students with in-depth theory and practice and implementing a developmentally appropriate curriculum for infants and toddlers. Students will evaluate existing curricula and produce plans that they will use in childcare settings. Attention is given to multicultural, developmental, language and literacy issues. This course should be taken with ECE 298 Internship I, which is for Infants and Toddlers.

ECE 207 - EARLY CHILD CURRICULUM II 3 CREDITS

Prerequisite: ECE 206; and ECE 298, or co-requisite

This course provides students with in-depth theory and practice and implementing a developmentally appropriate curriculum for preschoolers. Students will evaluate existing curricula and produce plans that they will use in childcare settings. Attention is given to multicultural, developmental, language and literacy issues. This course should be taken with ECE 299 Internship II, which is for preschoolers.

ECE 208 - SUPERVISE/ADMIN CNTR 3 CREDITS

Prerequisite: ECE 101 and ECE 102

Planning and administration of the overall operations of a day care environment are the focus of this course. Students will be presented with a comprehensive view of contemporary day care issues, including developmental characteristics of young children, planning the environment, programming, licensing, staffing, community involvement, and parent relationships. This course provides opportunities for field observation.

ECE 298 - CHILDCARE INTERNSHIP I 3 CREDITS

Prerequisite: ECE 101 and ECE 102

Internships provide a framework within which Early Childhood Education students can work directly with young children in a classroom environment. Students enrolled in this course will work under the direct supervision of the classroom teacher, who will meet with the students regularly and assist in the development and implementation of lesson plans. The supervising teacher submits periodic evaluations to the course instructor. This evaluation is an important component of the final grade and will require a total site experience of 150 hours per semester. This course should be taken with ECE 206 Curriculum I.

ECE 299 - CHILDCARE INTERNSHIP II 3 CREDITS

Prerequisites: ECE 101 and ECE 102

Internships provide a framework within which Early Childhood Education students can work directly with young children in a classroom environment. Students enrolled in this course will work under the direct supervision of the classroom teacher, who will meet with the students regularly and assist in the development and implementation of lesson plans. The supervising teacher submits periodic evaluations to the course instructor. This evaluation is an important component of the final grade and will require a total site experience of 150 hours per semester. This course should be taken with ECE 207 Curriculum II.

ECE 300 - HONORS SEMINAR IN EARLY CHILDCARE 3 CREDITS

The focus of this course will be on major Early Childhood topics and issues apparent in the field. It will include but not limited to constructivist approaches to Early Childhood Education, Cultural and Socio-economic issues autonomy and the limits of autonomy. The course will examine contemporary theories of Early Childhood Education. Special emphasis will be given to developmental characteristics, intellectual development, multiple intelligences, legal and ethical issues, Afro vs. Eurocentric Perspectives. A research paper is required.

ENGINEERING (EGR)

EGR 120 - ENGINEERING COMPUTATIONS I 3 CREDITS

Prerequisite:MAT 103 or co-requisite

This course provides students with an opportunity to explore the most popular computational tool(s) used by engineers. Currently, this course focuses exclusively on MATLAB®. Appropriate computation methodologies will be presented. Introductory data acquisition will be presented. Topics are limited to functions of one variable. Students are expected to submit a term project report.

EGR 121 - ENGINEERING DESIGN 3 CREDITS

Prerequisite: ENG 091; Math placement.

This course is designed to equip students with the basic drafting skills required to represent solid (three dimensional) objects. An up to date drafting software along with free hand sketching will be utilized to help students gain the skills needed to produce and create technical drawings. Topics include geometric constructions, drawing layouts, pictorials and dimensioning.

EGR 135 - ENGINEERING FUNDAMENTALS 3 CREDITS

Prerequisite: MAT 103

This course provides students with an opportunity to explore a variety of engineering fields as well as their talents and interests, guides them to learn practice design and teamwork, and communication in engineering. Students will study and compare ethics and regulations. Essential skills in mathematics and physical sciences will be developed. Students are expected to submit a term project report with evolution record of a gantt chart.

EGR 210 - STATICS 3 CREDITS

Prerequisite: MAT 201; SCI 143

Applications of Newton's Laws, vector algebra, and integral calculus to statics problems. Topics include free-body diagram, force, moment of force, couples, static equilibrium of two and three dimensional rigid bodies, trusses, friction, properties of areas, shear and moment diagrams, flexible cables, screws, bearings, and belts.

This course is required for engineering students who concentrate in mechanics, facilities management, etc and plan to transfer to universities and colleges that require a first statics course.

EGR 220 - ENGINEERING COMPUTATIONS II 3 CREDITS

Prerequisite: EGR 120; MAT 205 or co-requisite

A continuation of Engineering Computations I. This course focuses on the theory and practice of an advanced engineering computation tool that is currently an industry standard. Major emphasis on presentation and manipulation of multivariate functions, without the depth taught in multivariate calculus.

ENGLISH (ENG)

ENG 090 - DEVELOPMENTAL READING AND WRITING I 4 CREDITS

Prerequisite - Placement Test

Developmental Reading and Writing 1 reviews initial reading skills, to assist students in acquiring competence in reading comprehension and vocabulary. It is designed to review basic English grammar, syntax, spelling and punctuation. This course will teach effective sentence writing skills, paragraph writing and essay structure in preparation for ENG-091 and college writing. This course does not satisfy any degree requirement.

ENG 091 - DEVELOPMENTAL READING AND WRITING II 4 CREDITS

Prerequisite: Placement test, or ENG 090

This course prepares students for college-level reading and writing. The reading component focuses on composition, critical response, vocabulary, and in-depth exploration of ideas. Writing focus is on paragraph and essay development which requires students to work on synthesizing information, organization, sentence structure, sentence variety, coherence, effective transition and punctuation. In addition, students are introduced to research skills. This course does not satisfy any degree requirement.

ENG 098 - PRE-COLLEGE READING 3 CREDITS

Prerequisite: Placement test, or ENG 091

This course is designed to give students an awareness of the reading comprehension process and practice in comprehending both expository and literary college texts. The course will focus on organizational patterns, vocabulary development, and reading and study techniques. This course does not satisfy any degree requirements.

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NG 099 - PRE COLLEGE WRITING 3 CREDITS

Prerequisite: Placement test, or ENG 098

This course focuses on paragraph development and organization. It includes types of paragraphs, idea development, coherence, and effective transition. It introduces essay writing and is designed for the student who has college-level reading ability but is not yet ready for the rigor of ENG 101. The course helps to prepare students for English Composition I. This course does not satisfy any degree requirements.

ENG 100 - LEARNING STRATEGIES 3 CREDITS

This course is designed to equip the student with techniques for improving course work in all subject areas. The techniques presented will help the student to identify the parts of academic tasks, to improve problem-solving abilities, and to improve academic performance. The student will learn techniques to improve listening, discussion skills, lecture note-taking, reading, writing, test-taking, and task management. The course will consist of lectures, discussion, classroom practice, and individual conferences with the instructor. Due to the unique nature of this course, it needs to be taken with at least one other college-level course.

ENG 101 - ENGLISH COMPOSITION I 3 CREDITS

Prerequisite: ENG 099 or Placement or ENG 091 with a C or better.

Composition I is an introductory course in writing that develops critical thinking and prepares students to write college-level essays and research papers. Students are writing in various rhetorical formats and develop papers that closely examine and challenge ideas from nonfiction academic texts. Students are required to complete an argumentative research paper of 5-8 pages using MLA documentation.

ENG 102 - ENGLISH COMPOSITION II 3 CREDITS

Prerequisite: ENG 101

In this course, students will continue to develop their writing skills, with an emphasis on proper research procedures and critical analysis of primary and secondary sources. Students will be required to read the various genres of literature and interpret them in relation to texts drawn from other disciplines. An interpretive research paper of 7-10 pages in MLA documentation will be required.

ENG 110 - INTRO TO SPEECH 3 CREDITS

Prerequisite: ENG 101

This course explores techniques for effective public speaking in both large and small group settings. Students will develop effective communication skills through a variety of classroom discussions and oral presentations. In addition, students will explore the appropriate use of a variety of oral communication styles.

ENG 210 - ADVANCED COMPOSITION 3 CREDITS

Prerequisite: ENG102

Using a variety of rhetorical strategies, the student will write expository and argumentative essays based on critical analysis of college-level reading selections. An opportunity to do advanced research is also provided. This course refines the skills developed in English Composition I and II and is strongly recommended for transfer students. This course is not a substitute for ENG102.

ENG 220 - WORLD LITERATURE I 3 CREDITS

Prerequisite: ENG102

This survey course exposes students to writers from ancient times to the 17th century. Students will read work chosen from Biblical, Greek, Roman, Asian, African, Medieval, and Renaissance literature.

ENG 221 - WORLD LITERATURE II 3 CREDITS

Prerequisite: ENG102

A broad range of writers and literary styles will be examined in this course. Students will read the works of American, European, African, South American, and Asian writers from the late 17th century to the present, with a focus on Neoclassical, Romantic, Realistic, Naturalistic, and Modern Literature.

ENG 225 - AFRICAN-AMER LITERATURE 3 CREDITS

Prerequisite: ENG102

African-American Literature will present the student with an overview of African-American writers past and present. The course is designed to give students an understanding and appreciation of African-American literature, from early poetry and spirituals through contemporary Black literature.

ENG 226 - LITERATURE IN AMERICA I 3 CREDITS

Prerequisite: ENG102

As an introduction to American literature, this course provides a chronological survey of American literature from the Colonial period through the Civil War. The relationship between literature and American life and culture will be examined in the works of authors from a variety of social segments.

ENG 227 - LITERATURE IN AMERICA II 3 CREDITS

This course is a chronological survey of literature in America from the post-Civil War period to the present. The emergence of modern American literature as a response to cultural, social, and economic changes will be explored in the works of authors from all segments of society.

ENG 232 - CHILDRENS LITERATURE 3 CREDITS

Prerequisite: ENG 102, or co-requisite

This course will provide a survey of children's literature from a cross-cultural perspective. Students will develop a framework for evaluating the texts for literary and artistic quality and will examine the value system projected by individual literary works. The course will introduce students to relevant children's literature collections and reference materials. Finally, students will learn to apply critical concepts to other forms of media directed at children, including, film, television, magazines, and computer games.

ENG 235 - LITERATURE AFRICA & CARIBBEAN 3 CREDITS

Prerequisite: ENG102

This course will introduce students to various writers from Africa and the Caribbean, ranging from the 18th century narrative of Olaudah Equiano to contemporary writers. Students will read novels, stories, and poetry from Africa and the Caribbean. The readings will be considered in the historical contexts of their origin and their shared experiences, as expressed through the emergence of Pan-Africanism, the Negritude Movement of the early twentieth century, and the subsequent struggles for political independence from colonial powers.

ENG 240 - MODERN NOVEL 3 CREDITS

Prerequisite: ENG 101

The novel is an important genre in the modern world. By reading novels selected by theme, students will gain an appreciation for the genre as well as insight into the thematic content and cultural context. The course will emphasize close reading of several novels as well as writing critical essays. Themes may include human rights, images of women, utopias/dystopias and others.

ENG 245 - CONTEMPORARY SHORT STORIES 3 CREDITS

Prerequisite: ENG102

The focus of this course is to expose students to short stories written by authors from around the world. Students will read, discuss, and critique short stories and respond to "The Critical Questions for Reading the Short Story" and other literary questions. The Critical Questions refer to the stories' characters, plot, structure, symbolism, settings, atmosphere, narrators, writing style, and themes.

ENG 251 - JOURNALISM I 3 CREDITS

Prerequisite: ENG 101

Students enrolled in this course will learn the techniques of collecting information and will examine different forms of newspaper and newsletter writing and layout. Journalism is used as a means of introducing students to relevant social and philosophical issues.

ENG 252 - JOURNALISM II 3 CREDITS

Prerequisite: ENG 251

Building on skills developed in ENG 251, students are introduced to advance reporting techniques. Interviewing, cultivating resources, and feature-writing techniques are discussed in addition to the submission of frequent writing assignments.

ENG 260 - CREATIVE WRITING SEMINAR 3 CREDITS

Prerequisite: ENG 101

This course offers the focus and discipline that are necessary for students with an interest in creative writing. It emphasizes the essential elements required for writing short stories and poetry. Students' work and good writing models will be read and discussed in class.

ENG 261 - ENGLISH HONORS SEMINAR 4 CREDITS

Prerequisite: ENG-102; Faculty Recommendation; and a 3.0 GPA.

This course will take the form of an advanced seminar in classical literature, embracing various cultural milieu. Students will examine a particular genre of literature, the purpose of which is to deepen their understanding of the interrelationships of character, conflict, setting, and language and to explore the meaning in a single literary work.

ENG 298 - JOURNALISM PRACTICUM 3 CREDITS

Prerequisite: ENG 251; and ENG 252

Students enrolled in this course will have the opportunity on further developing their skills and learned Journalism I & II. As interns directly involved in the production process, students are expected to participate in the production of each monthly publication by writing stories, selling advertising space, and producing, mailing and distributing the newspaper. After consultation with the instructor, students will be expected to complete their writing assignments independently.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESL)

ESL 020 - ESL WRITING B 3 CREDITS

Prerequisite: Placement test

This course is designed for students who have a high-intermediate writing level. In writing, students will state opinions, provide facts to support their opinions, and compare and contrast information. Emphasis will be placed on using correct grammar and punctuation in well-developed paragraphs and compositions. This course should be taken concurrently with the same section of ESL 028, ESL High Intermediate Reading B. This course does not satisfy degree requirements.

ESL 025 - ESL GRAMMAR B 3 CREDITS

Prerequisite: Placement test

This is the first grammar course of the academic ESOL sequence and is designed for students with a high-intermediate level of comprehension and knowledge of English grammar. Students will analyze the rules of English grammar, learn to recognize and use a greater variety of grammar structures and verb tenses, and differentiate each of these verb tenses from the other. This course does not satisfy degree requirements.

ESL 030 - ESL WRITING C 3 CREDITS

Prerequisite: ESL WRITING LEVEL B (ESL 020) or Placement Test. Linked to ESL 038

This course is designed for students who have a low-advanced writing ability. Students will learn to write compound and complex sentences using appropriate connectors and punctuation, within the structure of several types of well-developed paragraphs. This course does not satisfy degree requirements.

ESL 038 - ESL READING C 3 CREDITS

Prerequisites: ESL 020 or placement test. Linked to ESL 030.

This course is designed for students who have a low-advanced reading ability in English. Students will read a variety of advanced-level materials, with an emphasis on increasing vocabulary, summarizing information, and distinguishing between main ideas and supporting details. This course should be taken concurrently with the same section of ESL 030, ESL Low Advanced Writing Level C. This course does not satisfy degree requirements.

ESL 040 - ESL WRITING D 3 CREDITS

Prerequisites: ESL 030 and ESL 038 and LAN 101/ concurrent or placement test

This course is designed for students who have a high-advanced reading and writing ability in English. Students will learn to write a variety of well-organized paragraphs using advanced vocabulary, correct grammar, correct punctuation, and a variety of sentence structures. Emphasis will be placed on prewriting techniques and paragraph construction. Students will learn to compose narrative, descriptive, expository, and argumentative paragraphs and essays. This course does not satisfy degree requirements.

ESL 048 - ESL READING D 3 CREDITS

Prerequisite: ESL READING LEVEL C (ESL 038) or Placement Test.

This course is designed for students who have a high-advanced reading ability in English. Students will read a variety of advanced-level materials, with an emphasis on increasing vocabulary, summarizing information, and distinguishing between main ideas and supporting details. This course does not satisfy degree requirements.

HEALTH SCIENCES (HLT)

HLT 150 - INTRO TO RADIOLOGY TECHNOLOGY 3 CREDITS

Prerequisites: Requires Acceptance into the Program, English Composition I (ENG 101); Anat & Phys I(SCI 201); MAT 100 or higher

Corequisites: HLT 152 and HLT 154

This beginning level course provides an introduction to the organization and operation of agencies providing health care and radiology services. Medical terminology and radiologic topics including elementary radiation protection, professional ethics, darkroom techniques, common contrast media, photographic principals of radiologic exposure, film and intensifying screens are presented. The student will also perform core clinical competencies in patient care.

HLT 151 - BASIC RADIOLOGIC TECHNOLOGY 2 CREDITS

Prerequisites: Requires acceptance into Radiologic Technology Program

This course offers in-depth coverage of basic concepts for radiology technology. This course is an introductory course to the clinical practicums. HLT 151 is offered in the second session of summer intersession. HLT 151 will introduce medical terminology, suffix, prefix and various radiology terminology to be used sequentially through the two years.

HLT 152 - BASIC RADIOLOGIC PROCEDURES 3 CREDITS

Prerequisites: Requires Acceptance into the Program, English Composition I (ENG 101); Anat & Phys I(SCI 201); MAT 100 or higher

Corequisites: HLT 150 and HLT 154

In this laboratory course, the student is presented with all routine radiographic procedures and applicable anatomy of the appendicular skeleton. Laboratory positioning exercises prepare the student for practical application of the procedures in the assigned radiology department in healthcare agencies.

HLT 154 - CLINICAL PRACTICUM I 4 CREDITS

Prerequisites: Requires Acceptance into the Program, English Composition I (ENG 101); Anat & Phys I(SCI 201); MAT 100 or higher

Corequisites: HLT 150 and HLT 152

Additional Requirements: current CPR certification at Health Professional level; compliance with all health requirements; CORI clearance

In this first clinical course, students are oriented to the clinical practicum experience and health agency guidelines, and learn about medical ethics and patient interaction. Observation and supervised performance of required radiographic examinations for clinical competence includes positioning of the chest, abdomen, upper and lower extremities.

HLT 158 - A&P FOR RADIOLOGIC TECH **4 CREDITS**

Prerequisite: Placement test; SCI 201

This course offers an in-depth coverage of Anatomy and Physiology as it pertains to Radiologic Technology. Anatomy

and physiology for radiologic technology is a course that will enable students to develop an understanding of the relationships between the structures and functions of the human body in radiography terms. This course will involve laboratory activities, projects, textbook material, models, diagrams, and clinical studies.

HLT 170 - PRINCIPLES OF RADIOLOGICAL QUALITY 3 CERDITS

Requires acceptance into the Radiologic Technology program

Prerequisites: Grade of C or better in HLT 150; Grade of C or better in HLT 152; and Grade of C or better in HLT 154.

This second semester course continues to build on the foundation knowledge presented in the introductory courses. Student learning emphasizes topics of patient care, contrast media, radiographic quality, utilization of devices for improving the radiographic image, and equipment sterilization.

HLT 171 - RADIOLOGICAL INSTRUMENTATION 3 CREDITS

Requires acceptance into the Radiologic Technology program

Prerequisites: Grade of C or better in HLT 150; Grade of C or better in HLT 152; and Grade of C or better in HLT 154.

This second semester course of the radiologic technology program presents and expands upon principles of general physics and concepts in technical math. This course presents the foundations of electrical physics and principles related to the radiography field. Topics will include an understanding of physics principles, concepts, and components) required in the electrical production of radiation used in the clinical setting and of the principles used in image capturing techniques. The course also presents basic interactions of radiation with matter. Applied radiographic calculations are also covered.

HLT 172 - INTERMEDIATE RADIOLOGIC PROCEDURES 3 CREDITS

Requires acceptance into the Radiologic Technology program

Prerequisites: Grade of C or better in HLT 150; Grade of C or better in HLT 152; and Grade of C or better in HLT 154.

In this second laboratory course, the student continues to be presented with routine radiographic procedures and applicable anatomy of the axial skeleton. Phantom radiography and role-playing prepare the student for practical application of the procedures in the assigned radiology department in health care agencies.

HLT 174 - CLINICAL PRACTICUM II 3 CREDITS

Requires acceptance into the Radiologic Technology program.

Prerequisites: Grade of C or better in HLT 150; Grade of C or better in HLT 152; and Grade of C or better in HLT 154.
Clinical hours are subject to change based on agency availability

In this second clinical course, students continue to learn the fundamentals of radiographic positioning and principles of radiographic exposure, including examinations of the pelvis and hips, ribs and sternum, spine, digestive system, urinary tract and biliary system. This clinical practicum also provides students with additional film critique and the principles of pediatric radiography.

HLT 175 - CLINICAL PRACTICUM III RAD TECH 5 CREDITS

Prerequisite: Placement test HLT 170, HLT 171, HLT 172, and HLT 174

This is a nine-week summer clinical experience that meets forty hours per week. It provides the student with the opportunity to improve skills and gain confidence in the application of new techniques. The student is introduced to the Operating Room, the fluoroscopic room, and portables.

HLT 250 - FUNDAMENTALS OF RADIOBIOLOGY 4 CREDITS

Prerequisite: Grade of C or better in HLT 175

Corequisites: HLT 252 and HLT 254

Advanced Radiographic Procedures; HLT 254 Clinical Practicum IV This course is designed to provide fundamental information in the area of applied radiobiology. Course topics will include basic interactions of radiation matter, biological effects, radiation dose, occupational and non-occupational dose equivalent limits, exposure monitoring and units of measurement. Radiographically significant pathology will be included. Course placement: Fall Semester-second year.

HLT 299 - RAD TECH PRACTICUM SEMINAR

The student had been unsuccessful at passing the American Registry Radiologic Technologist examination. The student must show competency in all mandatory examinations and 15 elective examinations. Student will also retest in all HLT classes including A&P. Student must be initially assessed and have a final assessment at the discretion of the professor.

Student will also participate in a Registry Review class in order to prepare for the registry. All mandatory and elective competencies must be demonstrated for completion. The “Critical Clinical Objectives” for this practicum MUST be met for successful completion of the program.

HLT 252 - ADVANCED RADIOGRAPHIC PROCEDURES 3 CREDITS

Prerequisites: Grade of C or better in HLT 175
Corequisites: HLT 250 Fundamentals of Radiobiology and HLT 254 Clinical Practicum

Major topics include skull, facial and sinus anatomy and positioning. Myelography, arthrogaphy, angiography, and skeletal surveys will be introduced. Special radiographic procedures will also be covered including computed tomography, magnetic resonance imaging, nuclear medicine, and ultrasound. Phantom radiography and role-playing prepare the student for practical application of the procedures in the assigned radiology department in health care agencies.

Course placement: Fall Semester-second year

HLT 254 - CLINICAL PRACTICUM IV 4 CREDITS

Prerequisite: successful completion of the summer practicum

Corequisites: HLT 250 Fundamentals of Radiobiology and HLT 252 Advanced Radiographic Procedures

Additional Requirements: current CPR at the Health Professional level; compliance with all health requirements; CORI clearance

The senior student begins this clinical practicum demonstrating competence in the basic skills and exams learned in the first year. The student has progressed both professionally and educationally through the summer practicum and now takes on the advanced positions and procedures of the program. The student must demonstrate growth and development in both clinical and professional behavior during the practicum. The “Critical Clinical Objectives” for this practicum MUST be met in order to continue in the program.

HLT 270 - TOPICS IN RADIOLOGICAL TECHNOLOGY 3 CREDITS

Requires acceptance into the Radiologic Technology program

Prerequisites: Grade of C or better in HLT 250; and Grade of C or better in HLT 252; and Grade of C or better in HLT 254

This course is designed to round out the student’s educational experience in the Program. Major topics included are Pharmacology, Quality Management, Ethics in Health Care, Professional and Career Development beyond the student status, Cross Sectional Anatomy, Conventional Tomography, Magnification Radiography, and Radiologic Pathology.

HLT 274 - CLINICAL PRACTICUM V 4 CREDITS

Requires acceptance into the Radiologic Technology program.

Prerequisites: Grade of C or better in HLT 254
Clinical hours are subject to change based on agency availability

The senior student begins this last clinical practicum demonstrating competence in the basic skills and exams learned in the first year. The student has progressed both professionally and educationally through the Program and continues to grow and develop both professionally and technically. All mandatory and elective competencies must be demonstrated for completion and graduation. The “Critical Clinical Objectives” for this practicum MUST be met to continue in the program.

HLT 298 - INTERNSHIP IN MENTAL HEALTH 3 CREDITS

Prerequisites: Permission of Internship/Program Coordinator; ENG 101 eligible

This course includes 150 hours of supervised practice in an acute or chronic care mental health setting. The student will incorporate principles learned in the other courses offered in the mental health certificate major. There will be a weekly seminar (2 hours) where students from several internship settings will share experiences.

HLT 299 - RADIOLOGY TECHNOLOGY PRACT SEMINAR 10 CREDITS

The student had been unsuccessful at passing the American Registry Radiologic Technologist examination. The student must show competency in all mandatory examinations and 15 elective examinations. Student will also retest in

all HLT classes including A&P. Student must be initially assessed and have a final assessment at the discretion of the professor. Student will also participate in a Registry Review class in order to prepare for the registry. All mandatory and elective competencies must be demonstrated for completion. The “Critical Clinical Objectives” for this practicum MUST be met for successful completion of the program.

HUMANITIES (HUM)

HUM 100 - INTRODUCTION TO MUSIC 3 CREDITS

The Introduction to Music course will foster an understanding and appreciation of music in the broadest sense. Students will learn to recognize and differentiate the various media employed to express music, such as the human voice and an array of musical instruments. They will have an opportunity to understand that music has expressed the emotions and ideals of humanity in all places at all times. Representative examples of musical forms, historical periods in music, and a broad spectrum of global cultures will be used to teach students that musical culture is universal.

HUM 101 - CHORAL MUSIC I 3 CREDITS

Introduction to Vocal and Choral Music I will emphasize the teaching of vocal skills such as breath support, vocal warm-up, singing in tune, and note reading, with emphasis on performance. This will encourage students who want to learn to sing, or those who already sing well and want to improve their skills, to develop their ability to sing with skill and confidence both alone and in a group. The basic singing skills taught, in addition to vocal technique, include cooperation, blending of vocal sound, and following the conductor's tempo, dynamics, and style. This course should taken during the same class period as Introduction to Vocal and Choral Music II, so that students in both classes can learn from each other.

HUM 102 - CHORAL MUSIC II 3 CREDITS

Prerequisite: HUM 101

Introduction to Vocal and Choral Music II will continue to teach basic vocal skills such as breath support, vocal warm-up, singing in tune, and note reading, with emphasis on performance. It will also introduce advanced vocal and performance skills, including expanding the singer's vocal and dynamic range and increasing sensitivity to interpretation. In this course, students will act as role models for students enrolled in Introduction to Vocal and Choral Music 1. Students may be called upon to assist the instructor in preparing for both rehearsal and performance, including choosing repertoire. Students in the Introduction to Vocal and Choral Music I and II courses need to share the same class period so that each group can learn from another.

HUM 103 - MUSIC THEORY I 3 CREDITS

This course is designed to provide students with the basic knowledge and skills of music reading, writing, and analysis, including notation in all three clefs; reading notes by their letter names, as syllables in both fixed and relative "do", and as numbers; reading and writing key signatures and scales in sharp and flat keys (both major and minor keys); harmonic progressions; instrumentation; and other general knowledge leading to a better understanding of how music works. Students will analyze the melodic, rhythmic, and choral construction of selected simple pieces representing various musical traditions from around the world.

HUM 104 - MUSIC THEORY II 3 CREDITS

Prerequisite: HUM 103

This course builds on Fundamentals of Music Theory 1. Emphasis is placed on meeting the standards of advanced music theory placement exams for four-year colleges and universities. The course will further develop the students' skills in music reading, writing, and analysis. Students will continue their analysis of more complex musical pieces from a variety of musical traditions, employing both European and non-European forms of analysis.

HUM 105 - PIANO KEYBOARD I 3 CREDITS

The Piano Keyboard I course will introduce basic piano keyboard skills, such as fingering patterns in both left and right hands, separately and together. The course will employ the notes played by the five fingers plus an extension of one note above and below. Emphasis will be placed on reading, as well as on the use of the I-IV-V7 harmonic progression. Piano text used will not only teach basic skills but also will add pleasure and build appreciation of piano repertoire.

HUM 106 - PIANO KEYBOARD II 3 CREDITS

Prerequisite: Passing Grade (C or better) in Piano Keyboard 1 (HUM 105) or Permission of Instructor

As a continuation of Piano Keyboard I, Piano Keyboard II course will provide further instruction in late-elementary and early-intermediate keyboard skills. Students will continue to develop technical proficiency and musicianship through the performance of elementary and intermediate repertoire.

HUM 107 - BLACK MUSICAL STYLES 3 CREDITS

Prerequisite: ENG 101 eligible

Students will investigate African-American musical styles from a historical perspective, including both religious and secular traditions, as a means of appreciating their contribution to the development of American music. The period under discussion will range from the days of slavery to the present. The music of these periods will be analyzed for its musical content, its relationship to social issues, and its impact on the musical culture of America.

HUM 108 - WORLD MUSIC 3 CREDITS

The World Music course will foster an understanding and appreciation of music from around the world, especially non-Western music. Students will explore the music of the Americas, Africa, the Middle East, East Asia, and the Indian subcontinent. The music of the many cultures represented by the students on campus will form the nucleus of the music studied. Students will learn how music expresses each group's sociological, historical, and geographical relationship to the music of other cultures. They will recognize and differentiate the ways in which the human voice and traditional instruments express the cultures of people around the world. Representative examples of musical forms and historical periods will be used to teach the students to appreciate that music has expressed the emotions and ideals of humanity in all places at all times.

HUM 109 - VOCAL PERFORMANCE WORKSHOP I 3 CREDITS

The Vocal Performance Workshop class will offer instruction in the basic music skills which will be taught through a vocal warm-up. The beginning segment of each class, will start with a vocal warm-up, used to focus and open up the range of the students' voice into the head voice. These exercises will prepare students for their solo class performance. Specifically, each vocal warm-up session will include stretching exercises, leading to erect posture without tension, followed by both cleansing and controlled deep breathing exercises. The instructor will then lead the class in vocal exercises using the pure Italian vowels.

HUM 111 - INTRODUCTION TO MUSIC BUSINESS 3 CREDITS

Prerequisites: None

In this course, students will be introduced to the inner workings of the music industry. The course will provide an overview of how music industry professionals create, record, distribute, and monetize their music. Students will explore how money flows from consumer to artist, as well as the roles that record labels, publishers, Performing Rights Organizations, and other major institutions play in this process. We will also examine the effects that technology has had on the creation and consumption of music throughout the recent past. While this course may be of special interest to music creators and business students, you do not need musical or business experience to enroll.

HUM 120 - RELIGION IN CONTEMPORARY WORLD 3 CREDITS

Prerequisite: ENG 101

This course introduces students to many of the major themes and practices of world religions and examines the role of religion in the world today. Students will study what constitutes a religious experience, the nature of faith, the function of ritual, the impact of secularization, and the role religious traditions have in social and personal transformation.

HUM 130 - INTRO TO PHILOSOPHY 3 CREDITS

Prerequisite or co-requisite: ENG 101 or co-requisite

This course provides an introductory examination in global perspective of the problems and methods of philosophy. Topics may include: the meaning and purpose of life, the nature of knowledge, justice and politics, personal identity, the role of art in society, and ethics. While several major philosophers and historical movements will be introduced, the emphasis will be placed on exposing students to problems in philosophy, helping them analyze arguments, and discovering ways to apply philosophical skills in and beyond the classroom.

HUM 131 - HUMAN CONDUCT AND VALUES 3 CREDITS

Prerequisite: ENG 101

In this course students will explore a variety of theories and practices relative to the question of conduct and moral judgment, including utilitarianism, hedonism, and Marxism. Students will consider their own system of ethics and morals as they discuss such current topics as racism, disciplining children, abortion, capital punishment, sex, and world hunger.

HUM 132 - INTRODUCTION TO HUMANITIES 3 CREDITS

The focus of this course is an examination of the different ways in which various cultures have expressed their humanity through philosophy, art, and social mores. Students will explore the ideas of traditional Indian, Chinese, and African cultures and will use this information to gain a greater understanding and appreciation of their own culture and the cultural diversity of today's global village.

HUM 134 - IMAGES OF BLACK AMERICANS 3 CREDITS

This course will trace the historical development of stereotypic and negative images of Black Americans, particularly in the media, and will examine the psychological impact of those images on African Americans and other individuals in our society. In addition, the course will acknowledge renowned African-American individuals and social movements that have contributed to the development of our society.

HUM 135 - LOGIC FOR EVERYDAY USE 3 CREDITS

Prerequisite: ENG 101 eligible

The ability to differentiate between valid and invalid reasoning is a valuable tool for all individuals. In this course, students will develop skills to strengthen their own thinking and communicating processes and to recognize and analyze the logic of information encountered in everyday life.

HUM 140 - ELEMENTS OF PERFORMANCE ARTS 3 CREDITS

This course introduces students to the fundamental elements of musical and theatrical styles and provides an exploration of how the performing arts have been used to reflect the ideas, aspirations, and direction of various cultures. Students will examine the role and function of the performing arts in various cultures.

HUM 141 - ACTING I 3 CREDITS

This course introduces students to techniques that cover the scope of theatrical performance. Students will study and practice various modes of performance, such as mime, movement, dialogue, characterization and improvisation.

HUM 142 - ACTING II 3 CREDITS

Prerequisite: HUM 141

A course designed to take students further in their exploration of skills and challenges of the art of acting, with an emphasis on the variety of ways acting is practiced in different cultures. Students will read basic texts on acting, including the works of Stanislavski, Brecht, and Chekhov. The focus of the course is on developing characters and working with texts that include poetry, monologues from plays, and dramatic scene study. Students will be introduced to costumes and are required to participate in a variety of workshop activities in class.

HUM 160 - INTRODUCTION TO ARTS 3 CREDITS

Prerequisite: ENG091

Through an examination of visual arts, students enrolled in this course will develop an understanding and appreciation of the artistic expression of a number of different cultures, including: African, Asian, European, Hispanic, and North American. Students will explore basic artistic elements common to all visual arts, such as design, color, and style.

HUM 161 - ART HISTORY & APPRECIATION I 3 CREDITS

(Formerly HUM 115)

Prerequisite: ENG 101

This course is a survey of the visual arts, covering a variety of artistic and cultural styles. With an emphasis on the role of perception, students will explore the art of Africa, Egypt, India, China, Japan, and Greece, as well as Medieval and Renaissance art, and will discuss the impact of each of these styles or periods on Western civilization.

HUM 162 - ART HISTORY AND APPRECIATION II 3 CREDITS

Prerequisite: HUM 161

As a continuation of HUM 161, students enrolled in this course will examine artistic styles and forms from the Renaissance to the present.

HUM 163 - PHOTOGRAPHY I 3 CREDITS

The study of all the methods and techniques of digital imaging, including Photoshop software basics, input and output options camera use, photo editing, printing, print mounting, and critical and esthetic evaluation of photographs. Use of cameras, media, and software is included as part of this course.

HUM 164 - PHOTOGRAPHY II 3 CREDITS

Prerequisite: HUM 163

In this course, students will explore in depth a variety of photographic media slide tapes, filmstrips, film, and magazine photography in relationship to both social and educational utility.

Through field trips and classroom photographic materials, students will explore a variety of ways in which photographic images are used to convey ideas and communicate messages. Students are required to complete a photo project in order to demonstrate the use of photography as a communication tool.

HUM 165 - DRAWING I 3 CREDITS

Students enrolled in this hands-on course will explore the use of basic drawing techniques. Topics include the use of perspective and proportion, and achievement of realism in drawing.

HUM 166 - DRAWING II 3 CREDITS

Prerequisite: HUM 165

As a continuation of DRAWING I, students will refine their use of perspective, proportion, and realism to create unified pictorial compositions.

HUM 167 - SCULPTURE I 3 CREDITS

(Formerly HUM 124)

This course introduces students to a variety of sculpture techniques, including molding, casting, construction in plaster, was, and clay, and the basics of carving wood.

HUM 168 - SCULPTURE II 3 CREDITS

Prerequesite: HUM 167

This course builds on the skills and techniques introduced in HUM 167. Students will use a variety of materials to create three-dimensional sculpture, and will refine their ability to express their personal creativity through sculpture.

HUM 170 - PAINTING I 3 CREDITS

Students will explore color theory, the use of color throughout history, and application techniques for watercolor, acrylic, and oil paints.

HUM 171 - PAINTING II 3 CREDITS

Prerequisite: HUM 170

Students enrolled in this course will explore color theory, the use of color throughout history, and application techniques for watercolor, acrylic, and oil paints.

HUM 173 - AFRICAN ART 3 CREDITS

With an emphasis on the influence of traditional African Art on contemporary African and New World Art styles, this course will survey the historical development of African Art. Students are required to complete an in-depth research assignment covering an artist, group of artists or a particular artistic style.

HUM 174 - ELEMENTS OF ART AND DESIGN 3 CREDITS

This course provides an introduction to the elements of art and design. Students will develop an appreciation of the visual processes through which seemingly unrelated experiences, ideas, concepts, and materials are brought together to form connections through various design elements.

HUM 175 - CERAMICS 3 CREDITS

Students enrolled in this course will explore a variety of ceramic materials, equipment and techniques.

HUM 176 - LATIN-AMERICAN ART 3 CREDITS

This course provides a Survey of Latin American Art from Pre-Colombian times to be the Modern Age. Architecture, paintings, sculpture, an crafts are discussed with regard to their individual merit and their impact on succeeding styles of Latin American Art.

HUM 180 - MODERN DANCE I 3 CREDITS

The techniques of dance as taught through discipline of muscular control and rhythm awareness are the focus of this course. Students will explore classical ballet concepts and techniques as the foundation for other dance styles, including modern jazz and ethnic dance.

HUM 181- MODERN DANCE II 3 CREDITS

Prerequisite: HUM 180

In this continuation of Modern Dance I, students will strengthen their muscular control and sense of rhythm through exercises and dance movements that call upon the techniques and styles of a number of dance forms.

HUM 204 - BACKSTAGE I 3 CREDITS

Prerequisite: ENG 091 and HUM 141

An introduction to all of the behind-the-scenes elements which go into the production of a play, this course will be examine the roles and responsibilities of the director, stage manager and costume, set, and lighting designers in the creation of a stage production.

HUM 205 - BACKSTAGE II 3 CREDITS

(Formerly HUM 243)
Prerequesite: HUM 204

As a continuation Backstage II, students will further develop their understanding of the elements that support the production of a staged performance.

HUM 231 - THEATRE ARTS INTERNSHIP 3 CREDITS

Prerequisite: HUM 141 and ENG-101

The internship is designed to enable students with a concentration in the theater to earn (3) credits for a semester's internship in community, commercial and regional theater projects outside of the College. The student will be required to participate in the internship for a minimum of eight (8) hours to a maximum of ten (10) hours per week for the duration of the semester.

HUM 240 - HISTORY OF THEATER 3 CREDITS

Prerequesite: ENG 091

This course is designed to introduce students to the historical development of theater. Students will examine the techniques, terminologies, and characteristics of Greek, Eastern Roman, Medieval, Renaissance, pre-Modern, Modern, African, and Afro-American theatre.

HUM 242 - ACTING FOR STAGE AND TV 3 CREDITS

Prerequisite: ENG 101 and HUM 141

This course is designed to further students' understanding of the skills and challenges of acting. Students will learn the methods and techniques of acting for stage and television, the terminology specific to stage and television acting, theatrical approaches to character development, on-air narration and performing, philosophies of acting, and basic voice, articulation, and movement techniques. Students are required to participate in the performance of selected scenes on stage and on camera.

HUM 258 - THEATER ARTS INTERNSHIP 3 CREDITS

Prerequisite: HUM 141 and ENG-101

The internship is designed to enable students with a concentration in the theater to earn (3) credits for a semester's internship in community, commercial and regional theater projects outside of the College. The student will be required to participate in the internship for a minimum of eight (8) hours to a maximum of ten (10) hours per week for the duration of the semester.

HUM 270 - ADVANCED DRAWING 3 CREDITS

Prerequisite: HUM 166

Students will continue to refine their creative expression based on the concepts and techniques acquired in HUM 165 and HUM 166, with a focus towards developing professional artistic standards.

HUM 290 - HONORS COLLOQUIUM 3 CREDITS

Prerequisite: ENG 101 and Permission of Program Coordinator

This course is designed to serve as the foundation course for the honors program at Roxbury Community College. This course will focus on an interdisciplinary theme, which can be explored from multiple perspectives and disciplines. The semester theme will be examined through works of literary merit - fiction and non-fiction, critical essays, historical and scientific documents. In addition to the course work, a research paper and a final presentation are required of all participants.

HUM 298 - HUMANITIES INTERNSHIP 3 CREDITS

Requires Permission of Internship/Program Coordinator

Prerequisites are enrolled in a degree or certificate program, completion of English Composition 101, three-courses in the major, possess a minimum 2.0 GPA and. This three-credit course is offered during the fall and spring semesters. It is designed for students to gain hands-on experience a resume builder and an opportunity to network. Students will develop a resume, cover letter and references prior to placement. Students will meet with the Internship Coordinator and an Assigned Internship Faculty Advisor from their program of study during the course of the semester to monitor the interns' progress. Students are required to complete 150 hours (minimum of 10 hours per week), assigned readings, a mid-term project and a final project that will include an oral/poster presentation. Students currently employed in their program of study may be eligible to combine an internship with employment.

INFORMATION SYSTEMS TECHNOLOGY (IST)

IST 110 - IT PROBLEM SOLVING 3 CREDITS

(Formerly CIS 102)
Prerequisite: ENG 101 and MAT 099 eligible

This course is designed to present the fundamentals of problem solving by giving students a wide range of modern IT arena. It examines the importance of key issues such as security, privacy, and ethics. IT concepts to be introduced will include programming, databases, networking, research, web servers and how they work together in a modern system. Students work in groups to implement examples of these systems leaving the course with soft skills and an understanding of the components of modern systems and the scope of knowledge needed to become an IT professional.

IST 112 - MICROCOMPUTER OPERATING SYSTEMS 3 CREDITS

(Formerly CIS 111)
Prerequisite: ENG 101 eligible

In this course the students will learn some of the most important topics about Microsoft Windows 7 or the latest Operating Systems. Students will be provided with the basic skills needed to get started with personal computers and to work with the various features, tools, and options that are available in Windows 7. Course content will include the basics of personal computers, customizing Windows 7, creating movies and DVD videos, exchanging mail, news, and appointments, securing your computer, and managing file and folders. Students will also work with simple tools and browse the Internet.

IST 115 - PC CONFIGURATION & MGT I 3 CREDITS

(Formerly CIS 118)
Prerequisite: ENG 101 eligible; IST 110, or permission of instructor

This course is an introduction to the techniques essential to supporting PCs in widely diverse environments. It focuses on the information needed to install, configure, upgrade, diagnose, maintain, and troubleshoot the hardware components

of a microcomputer (PC) quickly and effectively. Topics include how computers work, how software and hardware work together, the system board, understanding and managing memory, floppy drives, introduction to hard drives, hard drive installation and support, troubleshooting fundamentals, supporting Input/Output devices, multimedia technology, and networking fundamentals.

IST 116 - PC CONFIGURATION & MGT II 3 CREDITS

(Formerly CIS 119)
Prerequisite: IST 115 (CIS 118)

This course is a continuation of PC Configuration & Management I. Hardware related topics include electricity and power supplies, managing physical and virtual memory, and techniques for customizing a PC. Software related topics include configuring and troubleshooting the Windows operating systems, purchasing a PC or building your own, communicating over phone lines, networking fundamentals and the Internet, printers and Notebook computers, viruses, disaster recovery and maintenance plan, the professional PC Technician. Students learn methods and techniques used by professional PC technicians to diagnose and repair systems.

IST 117 - IT ESSENTIALS PC HARDWARE AND SOFTWARE 4 CREDITS

Prerequisite: ENG 091 Eligible

This course covers the fundamentals of computer hardware and software. It is designed to equip students with the hands-on activities and skills necessary to assemble computers, troubleshoot hardware and software issues using e-learning system tools and diagnostic software, connect to the internet and share resources in a network environment, learn proper procedure for hardware and software installations, upgrades, and prepare them to take the Cisco Comp TIA A+ essentials exam.

IST 120 - MICROCOMPUTER APPLICATIONS 3 CREDITS

(Formerly CIS 141)
Prerequisite: ENG Comp I eligible

(Hybrid) = course taught on campus with online component

In this course, students will learn the most important topics of Microsoft Office. Topic includes overview of computer concepts, introduction to Windows, Microsoft Word, Microsoft Excel, Microsoft Access, and Microsoft PowerPoint. You will learn how to use Object Linking and Embedding (OLE) to create integrated Office documents. Courseware used is approved for the Microsoft Office User Specialist (MOUS) program. The course offers extensive hands-on components in the use of state-of-the-art technology.

IST 121 - ADVANCED MICROCOMPUTER APPS 3 CREDITS

(Formerly CIS241)
Prerequisite: ENG 101, IST 120 (CIS 141)

This course covers advanced microcomputer applications including Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, and integration of the applications. Topics include form letters, merging, desktop publishing, financial functions, amortization schedules, macros, VBA, data tables, creating and querying a worksheet database, templates, creating customized reports and forms in Access, Switchboard Manager, embedded visuals, and importing clips into PowerPoint.

IST 124 - INFORMATION SECURITY FUNDAMENTALS 4 CREDITS

Prerequisite: ENG 101 Eligible, MAT103 or Placement.

This course offers in-depth coverage of the current risks and threats to an organization’s data, combined with a structured way of addressing the safeguarding of these critical electronic assets. The course provides a foundation for those new to Information Security as well as those responsible for protecting network services, devices, traffic, and data. Additionally, the course provides the broad-based knowledge necessary to prepare students for further study in other specialized security fields. It is also intended to serve and prepare students needs seeking to pass the Computer Technology Industry Association’s (CompTIA) Security + certification exam (SYO-401).

IST 130 - LINUX OPERATING SYSTEMS 3 CREDITS

Prerequisite: IST 110

This course is designed to introduce students to Linux and UNIX. Students will install, setup, and operate standard tools and learn how they operate together. The course addresses management of the Linux file system and utilities; file editing; file permissions; pipes, redirection, and filters; text handling utilities; mail facility; BASH shell, variables, and basic scripts; process management; and shell programming basics. Students will be exposed to Linux/Unix principles through hands-on lab assignments utilizing a Linux server. By course end students will have installed a fully functional Internet server while understanding its structure. Security issues of operating systems will be covered in the course.

IST 140 - INTRODUCTION TO NETWORKING 3 CREDITS

(Formerly CIS 181)
Prerequisite: IST 110

The goal of this course is to provide an introduction to networking technology. This course covers a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission media, and security. It also discusses in-depth the most significant aspects of networking, such as the TCP/IP protocol suite. In addition to explaining concepts, the course uses a multitude of real world examples of networking issues from a professional's standpoint, making it a practical preparation for the real world.

IST 141 - WIRELESS NETWORKING 3 CREDITS

(Formerly CIS 185)
Prerequisite: IST 110

This course introduces students to Wireless Networks, which will comprise of Wireless Personal Area Network (WPAN), Wireless Local Area Network (WLAN), and Wireless Wide Area Network (WWAN). The course contents include physical layer standards, medium access control, building and securing WLAN. Topic discussions will be on Wide Area Networks, including cellular networks involving cellular data networks, and Implementation of Wireless Access Protocols to WAP enabled devices. Also, there will a brief introduction to Wireless Internet. Theory classes will be supplemented with labs to enhance practical knowledge in integrating, testing, commissioning, network management of wireless networks.

IST 142 - NETWORK FUNDAMENTALS-CISCO 4 CREDITS

Prerequisite: ENG 091; IST 110, or Permission of Instructor.

This course provides foundation knowledge in networking, introducing applications and application services. We will utilize Cisco's online learner management system as well as Cisco internetworking hardware to gain hands-on experience. Advanced technologies (voice, video, wireless, and security) are also introduced. Topics include: network protocols, topologies, Network Media, LANs, subnet masks, design and documentation, routers and switches. ENG 091 eligible or permission of instructor

IST 143 - ROUTING PROTOCOLS AND CONCEPTS 4 CREDITS

Prerequisite: ENG 101; IST 142 or Permission of Department Chair

This course provides specifics in how routers communicate with each other, disseminating information that enables them to select routes between any two nodes on a computer network. We will utilize Cisco's online learner management system as well as Cisco packet tracer activities and internetworking hardware to gain hands-on experience in designing and configuring networks. Topics includes: router components, configuring and verifying routers, IOS, TCP/IP, addressing, routing protocols, classless IP and more.

IST 144 - LAN SWITCHING AND WIRELESS 4 CREDITS

Prerequisite: ENG 101; IST 142; IST 143; or Permission of Instructor.

This course provides specifics in switching and wireless technologies in network design. We will utilize Cisco's online learning management system as well as Cisco internetworking hardware to gain hands-on experience in designing and configuring Local Area Network (LAN), Switching, and Wireless. Topics include: components, network diagrams, RSTP and VTP, switches, wireless network, VLANs, Layer protocols and concepts, and remote access management. Prerequisites: ENG 091 eligible; IST 142 or permission of Instructor.

IST 145 - VISUAL BASIC 3 CREDITS

(Formerly CIS 122)
Prerequisite: IST 110 or corequisite; ENG 101

This course is designed to give the student knowledge of the features of the Visual BASIC programming language. Students will learn about Visual BASIC environment, error trapping, debugging and distributing applications, multiple document interface applications, building applications with graphics and drag and drop functionality, database applications, design of user-friendly screens compatible with a Windows environment, creating your own objects, and

programming using OLE (Object Linking and Embedding).

IST 150 - WEB DESIGN FLUENCY 3 CREDITS

(Formerly CIS 155)
Prerequisite: IST 110 OR co-requisite; ENG 101 eligible

This course is designed to give students an in-depth understanding of how web sites and servers are created and how they work. Students will use an integrated development environment (IDE) to design, create and administer an extensive dynamic web applications project.

IST 151 - WEB DEVELOPMENT & DESIGN 3 CREDITS

(Formerly CIS 157)
Prerequisite: IST 150

Students will work closely with production level design and implementation of web sites. Web site design and the development process will be emphasized. Advanced tools in design, graphic layout and user interaction will be used. Electronic data interchange; web databases and user interactivity will be introduced. Web design tools such as Dreamweaver and CSS and advanced applications of HTML will be utilized. Introduction to Script programming will be included too. Students will produce a digital portfolio of advanced Web design elements and concepts. This is a required course for the Web Technologies degree.

IST 160 - INTRODUCTION TO GAME DESIGN 3 CREDITS

Prerequisite: ENG 101 eligible and college-level mathematics

This course provides an introduction to the electronic game industry; in addition, each student will develop a video game during the course using a development program provided in the classroom. It has three main objectives: (1) to survey the organization and procedures of professional development in games and interactive software; (2) to develop critical skills for observing and understanding game design through reflective play; and (3) to introduce a first game development tool, object-oriented game design platform. This course is a lot of fun and gives a great introduction to the game development. Demonstrating the game to classmates and the instructor will be the final exam.

IST 161 - GAME DESIGN AND DEVELOPMENT 3 CREDITS

Prerequisite: IST 110, IST 160

This course introduces students to the demanding area of interactive simulation and game development. The course focuses on the two main parts of computer gaming. The following game design concepts will include the history of gaming, game psychology, and generating game design outlines and the concrete development of games. Students will learn about the key mechanisms of modern simulations and games from both a design perspective and a technical perspective. Lab activities are designed to encourage critical thinking and problem solving skills through the development of an understanding of the development process. The students will design, implement, and test computer games using software that allows for basic game creation through an extensive variety of game creation tools.

IST 170 - JAVA I 3 CREDITS

(Formerly CIS 255)
Prerequisite: ENG 101 eligible, IST 120 (CIS 141), and college-level mathematics

This course covers the elements of object-oriented programming and the Java Programming Language. Topics covered include object-oriented programming constructs, such as primitive data types, input/output, control structures, methods, classes, and arrays. Students will gain programming skills by writing short programs in order to demonstrate an understanding of the course.

IST 180 - COMPUTER SCIENCE I 4 CREDITS

(Formerly CIS 210)
Prerequisite: MAT 201 eligible

This the first programming course in the Computer Science degree program. The course will be taught using JAVA programming language to introduce concepts involved in using object oriented approach with a high level language in the program development process. The course will be very demanding and will focus in the design and implementation of large complex programs.

IST 210 - SOCIAL ISSUES &ETHICS IN COMPUTING 3 CREDITS

Prerequisite: ENG 101 or permission of instructor

This course examines the ethical issues arising from advances in computer technology and the responsibility that computer professionals and users have in regards to computer use by focusing on the intrinsic link between ethics and the law. Both ethics and the law try to define the validity of human actions, and on the moral and ethical dilemmas created by computer technology that challenge the traditional ethical and moral concepts. Topics include issues of professional ethics, computer crime, privacy, freedom of expression, software development, intellectual property, and the balance between scientific advances and the acceptability of risk. Students will write an analytical paper on an appropriate topic and present their findings to the class.

IST 220 - SYSTEMS ANALYSIS & DESIGN 3 CREDITS

(Formerly CIS 221)
Prerequisite: ENG 101, IST 145 and college level mathematics

The purpose of this course is to develop an understanding of the planning, analysis and design processes involved in information system development life cycle (SDLC). Students will learn to critically analyze information behavior and requirements in context, to identify and articulate the information processing issues at hand, and to develop a high level design for an information system that successfully responds to those issues and use object-oriented methods to document, analyze, and model the information system. The course will cover general systems theory with emphasis on the methodologies and procedures used in organizational problem solving and systems development. Topics include methods for data collection; cost-benefit analysis; feasibility analysis, logical design leading to functional specifications; rapid prototyping and CASE tools.

IST 230 - RELATIONAL DATABASES 3 CREDITS

(Formerly CIS 281)
Prerequisite: IST 110 (CIS 102) or permission of the instructor

This course is designed to introduce students to relational databases from concept to design and how to apply these concepts to different scenarios. Students will demonstrate their understanding by utilizing the SQL programming language to access relational databases. Among the topics covered will be data modeling, data definition and manipulation capabilities and DBMS architecture levels.

IST 231 - INTRODUCTION TO SQL 3 CREDITS

(Formerly CIS 283)
Prerequisite: IST 230 (CIS 281) or permission of instructor

This course offers students an opportunity to take the conceptual expertise developed in Data Base Design I and ground it in the physical world of databases. Using SQL (pronounced “sequel” for Structured Query Language), students complete this course knowing an industry-standard language used by companies world-wide for building databases and data management systems. The course covers the concepts of both relational and objects relational databases. Building on the professional skills from Data Base Design I, students learn interviewing skills and project management from a tactical perspective. By the end of this course, students will create and maintain database objects, and store, retrieve, and manipulate data. They have the ability to implement designs created in the previous course into physical databases. Demonstrations and hands-on practice reinforce the fundamental concepts. This class can be used as preparation for the “Introduction to Oracle 9i - SQL” Oracle Certified Professional (OCP) exam.

IST 235 - ADVANCED DATABASE MANAGEMENT 3 CREDITS

(Formerly CIS 205)
Prerequisite: ENG 101, IST 120 (CIS 141)

This course reviews various Database systems. Database reorganization, transaction analysis and database performance is discussed. Advanced topics include object-oriented programming and how to build Web sites that incorporate authentication and security. After you complete this course, you will be able to use PHP and MySQL to build professional quality, database-driven Web sites.

IST 240 - NETWORK SECURITY 3

CREDITS

(Formerly CIS 251)
Prerequisite: IST 140 (CIS 181) or IST 141 (CIS 185)

This course is designed to give students a fundamental understanding of computers and network security. Students will

be introduced students to a wide variety of concepts related to computer security and will provide in depth instruction in the basics of network protections. Course content includes security objectives, security architecture, security models and security layers, risk management, network security policy and security training. This material will help protect the confidentiality, integrity, availability, accountability and audit ability needed in securing the networks. Common network attacks are introduced. Cryptography basics are incorporated, and operational/organizational security is discussed as it relates to physical security, disaster recovery, and business continuity. Computer forensics will also be introduced.

IST 241 - NETWORK DESIGN 3 CREDITS

(Formerly CIS 265)
Prerequisite: IST 140 (CIS 181) or IST 141 (CIS 185)

This course covers the principles of the design of LANs and WANs. Topics include network architecture, transmission systems, traffic management, bandwidth requirements, Internetworking devices, redundancy, and broad-band versus based-band systems. Upon completion, students should be able to design a network to meet specified business and technical requirements.

IST 242 - ACCESSING THE WAN 4 CREDITS

Prerequisite: ENG 091; IST 142; IST 143

This course discusses the Wide Area Network (WAN) technologies and network services required by converged applications in enterprise networks. We will utilize Cisco's online learning management systems as well as Cisco internetworking hardware and e-learning to gain hands-on experience and proficiency in designing and configuring and accessing wide area networks (WAN). Topics include: WAN design, Point-to-Point Protocol (PPP), ISDN, DHCP and DNS operations, WAN security concepts, network vulnerability and security issues, ACLs, SDM, Frame relay and CCNA exam preparation.

IST 245 - MS WINDOWS SERVER ADMIN - CISCO 4 CREDITS

Prerequisite: IST 117; IST 142; ENG 090

This course is designed to equip students with the skills and knowledge necessary to plan, manage and maintain the core infrastructure required for a Windows Server environment. The key focus for students in this course is to broaden the initial deployment of Windows Server services and infrastructure and provide the skills necessary to manage and maintain a domain based Windows Server environment, such as user and group management, network access and data security. Topics include: Server Overview, Managing Windows Server, Managing Storage, Monitoring and Troubleshooting Servers, Essential Services, File and Print Services, Popular Windows Network Services and Applications. This course prepares students to take the Windows Server Administration Fundamentals exams. Prerequisites: IST 117, IST 142, ENG 091 eligible.

IST 250 - WEB GRAPHICS 3 CREDITS

(Formerly CIS 159)
Prerequisite: IST 151 (CIS 157)

This course focuses on advancing student in the tools and techniques used to create and use web graphics. Adobe Photoshop and ImageReady will be some of the tools used to create, acquire, scan and edit web graphic and photographs. Some of the topics covered will include image optimization, galleries, animation, icons, rollovers, splash screens, and image maps. Other animation formats such as, Flash and Shockwave will be discussed. Various web coding such as HTML, Java Script etc will be used to place and display the graphics on the web.

IST 251 - INTERNET PROGRAMMING 3 CREDITS

(Formerly CIS 257)
Prerequisite: IST 151 (CIS 157)

This course focuses on advancing student in the tools and techniques used to create dynamic web applications within the client and server sided scripting environment. Scripting language such as VBScript, JavaScript and Active Server Pages will be utilized to build interactive web pages. Some of the topics covered will include conversion of databases to SQL Server, shopping carts, dynamic table of contents, arrays, collections, control structures, cookies, ADO, OBDC, and OLE DB. Extensive hands-on projects revolving around actual business scenarios will created.

IST 270 - JAVA II 3 CREDITS

(Formerly CIS 271)
Prerequisite: IST 170 (CIS 255)

This course will be presented using Java language. There will be emphasis on using object-oriented design and programming concepts. Topics such as: object, type, class, function overloading, implementation hiding, inheritance, parametric typing, polymorphism, source code reusability, object code reusability will be introduced. This course is quite demanding because of the length of the programming exercises assigned.

IST 280 - COMPUTER SCIENCE 2 4 CREDITS

(Formerly CIS 220)
Prerequisite: IST 180 (CIS 210), MAT 201

This is the second programming course in the Computer Science degree program. The course will be a continuation of CIS 20-210 taught using JAVA programming language in the design and implementation of computer programs in a high-level language, with emphasis on proper design principles and advanced programming concepts, including dynamic data structures and recursion. Efficient design, implementation and debugging techniques are stressed. The assignments are designed to introduce the student to a variety of topics in computing: data structures and ADTs, Lists, Stacks, Queues, Ordered Lists, Binary Trees, and searching and sorting techniques. The course will be very demanding and will focus in the design and implementation of large complex programs.

IST 281 - DATA STRUCTURES & ALGORITHMS 4 CREDITS

(Formerly CIS 230)
Prerequisite: IST 280

This course builds on the foundation provided by the Computer Science I (IST180) and Computer Science II (IST 280) courses which introduce the fundamental concepts of data structures and the algorithms that proceed from them. Topics will include data abstraction, encapsulation, information hiding, and the use of recursion, creation and manipulation of various data structures: lists, queues, tables, trees, heaps, and graphs, and searching and sorting algorithms.

IST 298 - IST INTERNSHIP 3 CREDITS

Prerequesite: Permission

An internship provides the student an excellent way to gain relevant work experience and apply principles and issues raised in the academic discipline to a work environment. This course is a blend of classroom study and work experience related to the student's major option. Student's benefit by applying knowledge acquired in course work to a job environment, by developing their skills, and by learning and understanding Information Technology. Job interviewing skills and resume-writing workshops are required. Placement monitoring, evaluation, and support for job-keeping and problem solving are provided. Students must be available to work a minimum of 10-20 hours per week for at least 10 weeks.

IST 299 - IST INTERNSHIP II 3 CREDITS

This three-credit course is designed for students to gain hands-on experience in a work setting related to their career interest. Students must develop a resume, cover letter and references prior to placement. Students are required to complete 150 internship hours (minimum of 10 hours per week), assigned readings, a mid-term project and a final project that will include an oral presentation. Students currently employed in their program of study may be eligible to combine the internship with their employment.

LANGUAGES (LAN)

LAN 101 - APPLIED GRAMMAR I (LEV-C) 3 CREDITS

Prerequisite: ESL025 and ESL026 or Placement Test

This is an advanced English Language course for non-native speaking students with a strong foundation in spoken and written English. Students will refine use of previously learned grammar, learn advanced grammatical structures, and participate in speaking and writing activities which will enable them to apply these structures and functions in a variety of contextual

situations. Students will also work with several types of authentic reading and listening materials to gain comfort with both natural and analytical approaches to language learning. This course may satisfy humanities requirements for graduation.

LAN 102 - APPLIED GRAMMAR II (LEV-D) 3 CREDITS

Prerequisites: LAN 101 or Placement Test.

This is an advanced English Language course for students with a strong foundation in spoken and written English. Students will continue to refine the use of previously learned grammar, learn advanced grammatical structures, and participate in speaking and writing activities which will enable them to apply these structures and functions in a variety of contextual situations. Students will also work with several types of authentic reading and listening materials to gain comfort with both natural and analytical approaches to language learning. This course may satisfy Humanities requirements for graduation.

LAN 111 - SPANISH I 3 CREDITS

Prerequisite: Placement Test is Required

In this introductory Spanish language course for non-Spanish speakers, students will focus on developing basic vocabulary, grammar, and pronunciation skills through reading, listening, and speaking exercises. Students will also be introduced to the cultures of Spanish-countries.

LAN 112 - SPANISH II 3 CREDITS

Prerequisite: LAN 111 or Placement Test

Students enrolled in this course for non-Spanish speakers will focus on developing aural and oral communication skills through guided conversation and through classroom reading and writing assignments. Emphasis will be placed on contemporary issues in Spanish-speaking countries.

LAN 141 - FRENCH I 3 CREDITS

Prerequisite: Placement Test is Required

In this introductory French language course for non-French speakers, students will focus on developing basic vocabulary, grammar, and pronunciation skills through reading, listening, and speaking exercises. Students will also be introduced to the cultures of French-speaking countries.

LAN 142 - FRENCH II 3 CREDITS

Prerequisite: LAN141 or Placement Test

Students enrolled in this course for non-French speakers will focus on developing communication skills through guided conversation, and through classroom reading and writing assignments. Emphasis will be placed on contemporary issues in the diverse French-speaking countries.

LAN 161 - ARABIC I 3 CREDITS

This course is designed for students with no previous knowledge, or very limited knowledge of the Arabic language. Arabic 161 focuses on learning the script, sound and writing systems in Modern Standard Arabic (MSA).All language skills will be equally emphasized: listening, speaking, reading and writing. The course will also present culture in the Arabic speaking world through various activities.

LAN 162 - ARABIC II 3 CREDITS

Prerequisite: LAN 161 or consent of instructor

Arabic 162 is a continuation of Arabic 161. The main focus will be building vocabulary and mastering basic grammatical structures. Training in reading and writing Arabic sentences and in enhancing spoken skills necessary for a variety of daily activities will also be stressed. Emphasis will be placed on assimilating the language for more complex communicative purposes related to describing self, family members, career plans, and abstract concepts such as personal feelings and decisions.

LAN 211 - SPANISH III/INTERMEDIATE 3 CREDITS

Prerequisite: Spanish II (LAN 112) or Placement Test

This course emphasizes active review of skill development in Spanish grammatical structure through speaking, understanding, writing, and reading short stories and literary excerpts in Spanish.

LAN 212 - SPANISH IV 3 CREDITS

Prerequisite: Spanish III

Students will refine their oral communication skills through conversation, debates, small group work, and individual projects. The course highlights analysis and discussion of modern masterpieces of Hispanic literature and films in order to advance oral and written communicative competency in Spanish.

LAN 223 - LATIN-AMERICAN LIT 3 CREDITS

Prerequisite: LAN 112 or placement test

This course, conducted in Spanish, surveys Latin American literary works covering a variety of literary styles and cultures.

LAN 224 - CARIBBEAN LITERATURE 3 CREDITS

Prerequisite: LAN 112 or placement test

This course provides a study of important literary works from the Spanish Speaking Antiles in Spanish. The course takes into consideration social relations, economics and politics of the Caribbean region.

LAN 241 - FRENCH III/INTERMEDIATE 3 CREDITS

Prerequisite: LAN 142 or placement test

This course emphasizes speaking, listening, reading and writing, with a review of grammar necessary to support and develop these communicative skills. Students will become acquainted with French literature, culture and civilization.

LAN 242 - FRENCH IV/INTERMEDIATE 3 CREDITS

Prerequisite: LAN 241 or placement test

This course focuses on increasing conversational ability and listening comprehension through discussion of practical communicative situations, and contemporary French culture, ideas and daily business practices. Learning Resources Center materials are available for student use in support of this course.

LAN 261 - FRENCH-AFRICAN LITERATURE 3 CREDITS

Prerequisite: LAN 142 or placement test

This course provides study of major works of French-speaking writers of Africa and the Antilles. Poetry and novels from Senegal, Haiti, Martinique and Guadalupe are read and discussed with an emphasis on such authors as Cesaire, Senghor, Roumain, Damas and Panon.

LAN 263 - ARABIC III 3 CREDITS

Arabic III is the third semester of Modern Standard Arabic (MSA). Building upon the proficiency of level II, students will focus on acquiring additional vocabulary with which to engage in daily conversations in order to be able to both speak and comprehend more complex sentences. Students will also learn to predict the meaning of unfamiliar words based on general principles of word formation, roots and context. Although conversational proficiency continues to be emphasized, students at this level also begin to improve their reading skills and use the dictionary with ease. Information about aspects of Arabic culture will enhance student understanding and use of the language.

MATHEMATICS (MAT)

MAT 101 - COLLEGE MATHEMATICS 3 CREDITS

Prerequisite: MAT 088 or Placement

College Mathematics is a 3-credit course for liberal arts and other majors who will not be going on to the Calculus

sequence. Topics will include ancient and modern number systems, an introduction to propositional logic and deductive reasoning, an introduction to sets and elementary probability, and other topics chosen by the department and instructor.

MAT 102 - COLLEGE ALGEBRA 3 CREDITS

This course provides an introduction to sets, number systems, relations and functions, range and domain, inequalities, complex number systems, mathematical induction, and conic sections and their graphs.

MAT 103 - PRE-CALCULUS 4 CREDITS

Prerequisite: MAT 099 or MAT120 or Placement

Pre-Calculus is a preparatory course for calculus. It builds upon intermediate level of algebra and makes intensive use of technology to conceptualize functions and methods of function manipulation with emphasis on quantitative change. Topics include a library of functions (linear, quadratic, exponential, logarithmic, polynomial, rational and trigonometric), transformations, compositions, inverses and combinations of functions and solving triangles. This course requires use of technology that is equal or better than TI83 graphing calculator.

MAT 111 - MATHEMATICS FOR TECHNOLOGY 3 CREDITS

Prerequisite: Biomanufacturing (SCI 206)

This is a college-level course in the mathematics needed in the modern laboratory. Topics include scientific notation and logarithms, ratios and proportions, density and unit conversions, dilution and concentration, linear and exponential graphs, data analysis and experimental design. This course may or may not transfer to another institution of higher learning depending upon that institution's requirements.

MAT 114 - QUANTITATIVE REASONING 3 CREDITS

Prerequisite: MAT 088 or placement.

This course covers the basic algebra and technological tools used in the social, physical and life sciences to analyze quantitative information. The emphasis is on real world, open-ended problems that involve reading, writing, calculating, synthesizing and clearly reporting results. Topics include descriptive statistics, linear models and exponential models. Technology used in the course includes computers (Excel spreadsheets, Internet) and graphing calculators.

MAT 118 - LOGARITHMS & TRIG 3 CREDITS

An introduction to the exponential, logarithmic, and trigonometric functions is the focus of this course. Applications include population growth, radioactive decay, and operations with vectors. Trigonometric identities, the laws of sines and cosines, and facility with the scientific calculator are stressed. This course is normally taken concurrently with MAT201.

MAT 120 - INTRO TO STATISTICS 3 CREDITS

Prerequisite: Placement Test

Introduction to STATISTICS is a non-calculus based descriptive and inferential statistics course with applications. Topics include methods of collecting, organizing, visualizing, and interpreting data; measures of central tendency and variance of grouped and ungrouped data; elementary probability theory; binomial distributions; normal distributions; Central limit theorem; Student and Chi-Squared distributions; Hypothesis Testing; Correlation and regression analysis; and confidence intervals.

MAT 201 - CALCULUS I (W/APPLC) 4 CREDITS

Prerequisite: MAT 103 or Placement Test.

This course provides an introduction to the concepts of limits, definition of the derivative, differentiation of algebraic functions, rules of differentiation, implicit differentiation, applications of derivative to physics and economics, Newton's method of solving equations, and the derivatives of transcendental functions. Graphing calculators will be used as an aid to understanding graphs

MAT 203 - CALCULUS II (W/APPL) 4 CREDITS

Prerequisite: MAT 201

MAT 203 is continuation of MAT 201. Topics include the definition of the integral as a Riemann sum, the Fundamental Theorem of Calculus, area of a region between two curves, volumes of revolution using disk and shell methods, other applications of integration, Simpson's and Trapezoidal Rules for areas, integration by parts, integration using tables, improper integrals, and introduction to sequences and series.

MAT 204 - CALCULUS SEQUENCES & SERIES 1 CREDITS

Prerequisite: MAT 201

This course is a brief introduction to sequences and infinite series. We begin with a discussion of power series and develop tests for convergence and non-convergence. Taylor series are introduced and lead to an analysis of power series in general. This is a 1-credit course that can be taken anytime after the student has completed Calculus I.

MAT 205 - CALCULUS III (W/APPL) 4 CREDITS

Prerequisite: MAT 203

A continuation of MAT203. Course topics include solid analytic geometry, partial differentiation, implicit function theory, polar coordinates, multiple integrals, and convergence of infinite series.

MAT 225 - LINEAR ALGEBRA 4 CREDITS

This course studies the duality between the world of matrices used to solve linear equations and linear mappings of vector spaces. Topics include matrix algebra, Gaussian elimination, and determinants. Finite dimension vector spaces will be introduced and bases and linear transformations will be explored. The dot product in N-dimensional space will lead to a discussion of orthogonality and eigenvalues.

MAT 244 - ORD DIF EQUATIONS 3 CREDITS

Prerequsite: MAT 203, Engineering Calculus II or special permission

Introduction to the solution of ordinary differential equations (ODEs). Topics will include Euler's method, first-order ODEs and higher order linear ODEs with constant coefficients, using Fourier series, using Laplace transforms, and applications.

MAT 250 - DISCRETE MATH 4 CREDITS

Prerequsite: MAT 201 - Calculus I

A course designed to prepare math, computer science and engineering majors for a background in abstraction, notation and critical thinking for the mathematics most directly related to computer science. Topics include: logic, relations, functions, basic set theory, countability and counting arguments, proof techniques, mathematical induction, graph theory, combinatorics, and discrete probability.

SCIENCE (SCI)

SCI 101 - INTRO TO HUMAN BODY I 3 CREDITS

Prerequisites: Placement

This course is designed for Practical Nursing students. It includes a study of the structure and function of the human body. An overview of cell structure and function, human genetics, tissues, the integumentary, skeletal, muscular, and nervous system will be provided.

SCI 102 - INTRO TO HUMAN BODY II 3 CREDITS

Prerequisites: SCI 101

This course is designed for Practical Nursing students and is a continuation of SCI-101. Topics include an overview of sensation and the endocrine, cardiovascular, lymphatics, respiratory, digestive, and reproductive system. Diseases that affect these organ systems and their importance in medicine are stressed.

SCI 103 - BIOLOGY I 4 CREDITS

Prerequisites: Placement

This course provides an introduction to the molecular and cellular basis of life, the theory of evolution and the diversity of microscopic organisms. Four hours of lecture and a two-hour lab session are required each week.

SCI 104 - BIOLOGY II 4 CREDITS

Prerequisites: SCI 103

This course provides an introduction to the biology and classification of plants, fungi, and animals, their tissues, organ systems, development and reproduction. Four hours of lecture and a two-hour lab session are required each week.

SCI 106 - NUTRITION W/LAB **4 CREDITS**

Prerequisites: Placement

This is a basic course in the nutritional value of food and the relation of nutrition to health during the several stages of the growth process: pregnancy, infancy, early childhood, adolescence, adulthood, and old age. This course includes a comprehensive study of nutrients, government food programs and nutrition standards; surveys and interventions.

Current nutrition research, popular nutritional concepts, and the importance of nutrition in preventive medicine are stressed. Four hours of lecture and a two-hour lab session are required each week.

SCI 109 - HUMAN BIO/MED TERM 4 CREDITS

Prerequisites: Placement

This course is designed for medical secretaries. It includes a study of the structure and function of the human body, with particular attention to medical terminology. Four hours of lecture and a two-hour lab are required each week. The course is offered as needed and is open only to sophomore-level students in the Office of Technology Program.

SCI 111 - GENERAL BOTANY 4 CREDITS

This course provides students with a more in depth study of the biology of plants. It includes the structure, metabolic processes, distribution, and importance of plants on our planet. Four hours of lecture and a two-hour lab session are required each week.

SCI 121 - GENERAL CHEMISTRY I 4 CREDITS

Prerequisites: Placement

This course provides an introduction to fundamental chemical concepts. Topics include scientific measurements, matter and energy, atomic structure, chemical bonding, the periodic table, stoichiometry, equations, solutions, acid base theory, kinetics, and radiation. A three-hour lab session is required each week.

SCI 122 - GENERAL CHEMISTRY II 4 CREDITS

Prerequisite: SCI 121

This course is designed primarily for students enrolled in Nursing and Allied Health programs, but is open to all students. An overview of organic chemistry and biochemistry is provided. A three-hour lab session is required each week.

SCI 123 - PRINCIPLES OF CHEMISTRY I 4 CREDITS

Prerequisite: Placement or MAT 103 corequisite

Principles of Chemistry is a study of fundamental chemical concepts: scientific measurements, matter and energy, stoichiometry, atomic structure, the periodic table, chemical bonding, gases and liquids. The course is designed primarily for students with a concentration in Biological or Physical Sciences and for students interested in transfer to a four-year program in engineering. A three-hour lab session is required each week.

SCI 124 - PRINCIPLES OF CHEMISTRY II 4 CREDITS

Prerequisite: SCI 123

A continuation of SCI123, this course covers the periodic properties of the elements, covalent structures, equilibrium, dissociation, redox reactions, acids and bases, electrochemistry, thermodynamics, and an introduction to nuclear chemistry. A three-hour lab session is required each week.

SCI 133 - ENVIRONMENTAL SCIENCE REGION\LAB 4 CREDITS

Prerequisite: Placement

This course attempts to provide an overview of environmental science, issues and opportunities in the environmental industry. Topics: ecological principles, sustainability, ecosystems, biodiversity, human population and its impact, pollution, and governmental regulations, environmental agencies, and community organizing, as solutions to environmental problems.

SCI 141 - PHYSICS I 4 CREDITS

Prerequisite: Placement

This course introduces students to the basic principles of physics. Topics include the study of basic units, scientific notation, velocity, acceleration, projectiles, force, motion, collisions, vectors, curvilinear and rotational motion, statics and hydrostatics. A three-hour lab session is required each week.

SCI 142 - PHYSICS II 4 CREDITS

Prerequisite: SCI 141

As a continuation of SCI 141, this course is designed for students who intend to major in one of the sciences, or in computer technology. Topics include energy, electric forces and fields, electrical currents, magnetism, waves, optics,

thermal properties of matter, and thermodynamics. A three-hour lab session is required each week.

SCI 143 - PRINCIPLES OF PHYSICS I 4 CREDITS

Prerequisite or Corequisite: MAT 201

Principles of Physics is a rigorous physics course with a laboratory session, designed primarily for students who wish to transfer to a four-year engineering program. Topics include mechanics and energy, rotation, and periodic motion. Much emphasis is placed on problem-solving, and competence in mathematics through algebra and trigonometry is expected. A three-hour lab session is required each week.

SCI 144 - PRINCIPLES OF PHYSICS II 4 CREDITS

Prerequisite: SCI 143

This course is a continuation of SCI143. Topics include work and energy, thermodynamics, mechanical waves, and sound. Much emphasis is placed on problem solving. Competence in mathematics, including algebra, trigonometry, and differential calculus, is expected. A three-hour lab session is required each week.

SCI 151 - SCIENCE FOR EVERYDAY LIFE 4 CREDITS

Prerequisite: Placement or ENG 101 eligible; college-level mathematics

This is a course for non-science majors seeking to increase their knowledge of basic scientific principles. Three major areas of science (physics, chemistry, and biology) will be explored using one unifying theme: Energy. Four hours of lecture and two hours of lab are required each week. This course will satisfy graduation requirements as a science elective course.

SCI 200 - GENETICS 4 CREDITS

Prerequisite: SCI 103; SCI 104; Final Grade of “C” or better in each of two courses.

This course provides an introduction to the principles of genetics and its applications with a focus on the molecular basic of herecity and the role of genes and genomes in health and disease, development, and evolution. Three hours of lecture and a three hour lab session are required each week.

SCI 201 - ANATOMY & PHYSIOLOGY I 4 CREDITS

Prerequisite: Biology I (SCI 103)

This course is designed to provide students with a basic understanding of the structure, function, and disorders of the human body. Topics include an overview of the integumentary, skeletal, muscular, and nervous systems, as well as discussion of tissues and special senses. A three-hour lab session is required each week.

SCI 202 - ANATOMY & PHYSIOLOGY II 4 CREDITS

Prerequisite: SCI 201

This course is a continuation of SCI201. Topics include body fluids, electrolytes, and the cardiovascular, lymphatic, respiratory, digestive, urinary, endocrine, and reproductive systems. A three-hour lab session is required each week.

SCI 204 - MICROBIOLOGY 4 CREDITS

Prerequisite: Biology I (SCI 103)

This course explores the history, scope, classification, growth, identification, genetics, and metabolism of microorganisms. Host-parasite interactions, immunology, and some bacterial, viral, fungal, and parasitic diseases are discussed. A three-hour lab session is required each week.

SCI 206 - BIOMANUFACTURING I 4 CREDITS

Prerequisite: SCI 104, SCI 123, and ENG 101

Corequisite: MAT 111 and SCI 204

**Requires instructor's permission

This course provides an introduction to biomanufacturing principles and laboratory techniques. Topics include preparation of buffers and media, use of basic laboratory equipment, bacterial, yeast and mammalian cell culture, transfection, cell preservation, equipment maintenance, and good manufacturing practices and regulatory issues. Two hours of lecture and six hours of laboratory are required each week.

SCI 207 - BIOMANUFACTURING II 4 CREDITS

Prerequisite: SCI 206

**Requires instructor's permission

This course is a continuation of the introduction to biomanufacturing principles and laboratory techniques presented in SCI 206. Protein purification via various methods, including low and medium pressure and high performance liquid chromatography (HPLC), gel filtration, ion exchange, reverse phase and liquid chromatography, will be presented. Determination of purity and activity will also be analyzed. Two hours of lecture and six hours of laboratory are required each week.

SCI 208 - TECHNIQUES IN MOLECULAR BIOLOGY 4 CREDITS

Prerequisite: SCI 206, SCI 204, MAT 111

**Requires instructor's permission"

Students will work on a semester-long cloning project that will introduce them to the basics in DNA manipulation, including isolation, purification, quantification, amplification (PCR), sequencing and analysis. Introduction to Internet-based systems of DNA analysis will be included. Two hours of lecture and six hours of laboratory are required each week.

SCI 233 - GLOBAL ENVIRONMENT 3 CREDITS

Prerequisite: SCI 133

This course builds on SCI133 to provide a long range view of the environmental issues affecting earth. Topics include: geology and industrial minerals, energy and renewability, global environmental hazards, climate change and ozone depletion, environmental issues in international politics.

SCI 251 - ORGANIC CHEMISTRY I 4 CREDITS

Prerequisite: C or better in SCI 124

This course studies the chemistry of carbon compounds including nomenclature, molecular structure, and functional groups. Topics include the reactivity and properties of saturated and unsaturated hydrocarbons, stereochemical relationships and nucleophilic substitution and elimination reactions. Mechanisms are presented as a unifying principle for these reactions. Laboratory work will develop basic skills and techniques, and be correlated with class discussion. Lab sessions will be hands on experiences revolving around and applying the topics listed in the lab section of the syllabus.

SCI 252 - ORGANIC CHEMISTRY II 4 CREDITS

Prerequisite: C or better in SCI 251

SCI 252 is a continuation of Organic Chemistry I (SCI251). More emphasis in this course is placed on the manipulation of functional groups and synthetic approaches. Compounds discussed in the second semester include carbonyl compounds, acid derivatives, amines and carbohydrates. The laboratory will place an emphasis on synthesis, isolation and purification of synthetic compounds and instrumental techniques in organic chemistry. A three-hour lab session is required each week.

SCI 281 - RESEARCH SCIENCE I 4 CREDITS

Prerequisite: Permission of Department Chair

This course is designed to provide science majors with individualized laboratory experience in a research facility under the supervision of an appropriate researcher. Practical work experience appropriate to laboratory techniques and skills in research will be stressed. Students must devote at least 12 hours per week to laboratory work. A minimum of 4 hours of lab work per day is required. Limited enrollment.

SCI 282 - RESEARCH SCIENCE II 4 CREDITS

Prerequisite: SCI 123 and SCI 124 or the equivalent from another institution with faculty approval.

This four-credit course is designed for students to gain hands-on experience in a resume builder opportunity to develop and learn research techniques in science. Students will develop specific skills that will help them build their resume and references prior to placement in competitive internships or jobs after graduation or transfer to a 4-year institution. Students will meet with their Research Coordinator, OR a Faculty Advisor (Faculty at RCC) for guidance in their project during the course of the semester to monitor their progress. Students are required to complete 150 hours minimum.

SCI 298 - INTERNSHIP IN BIOTECHNOLOGY 3 CREDITS

Prerequisite: SCI 204, SCI 206, MAT 111 and Permission of the Internship/Program Coordinator.

Course prerequisites: SCI 206 Introduction to Biomanufacturing I, enrolled in a degree or certificate program, completion of English Composition 101, three-courses in the major and posses a minimum 2.0 GPA. This three-credit course is offered during the fall and spring semesters. It is designed for students to gain hands-on experience a resume builder and an opportunity to network. Students will develop a resume, cover letter and references prior to placement. Students will meet with the Internship Coordinator and an Assigned Internship Faculty Advisor from their program of study during the course of the semester to monitor the interns' progress. Students are required to complete 150 hours (minimum of 10 hours per week), assigned readings, a mid-term project and a final project that will include an oral/poster presentation. Students currently employed in their program of study may be eligible to combine an internship with employment.

SCI 299 - SCIENCE INTERNSHIP 3 CREDITS

Prerequisite: Requires enrollment in a degree or certificate program, completion of ENG 101, three-courses in the major, a minimum GPA of 2.0 and permission of the Internship Faculty Advisor.

This three-credit course is designed for students to gain hands-on experience a resume builder and an opportunity to network. Students will develop a resume, cover letter and references prior to placement. Students will meet with the Internship Coordinator and an assigned Internship Faculty Advisor from their program of study during the course of the semester to monitor the interns' progress. Students are required to complete 150 hours (minimum of 15 hours per week), assigned readings, a mid-term project and a final project that will include an oral/poster presentation. Students currently employed in their program of study may be eligible to combine an internship with employment.

SOCIAL SCIENCE (SSI)

SSI 101 - WORLD HISTORY I 3 CREDITS

Prerequisite or Corequisite: ENG 101

This survey course begins with the origins of humanity in Africa and ends with the year 1500, as seen from the perspective of non-Western traditions. Several "cradles of civilization" in Africa, Asia, the Americas, and Europe are compared. Students will examine various aspects of the struggle of nations and classes, including those of the Egyptians, Babylonians, Chinese, Indians, Greeks, Romans, Aztecs, Incas, and Moslems.

SSI 102 - WORLD HISTORY II 3 CREDITS

Prerequisite or Corequisite: ENG 101

In this course, students will examine questions raised by the development and underdevelopment of several different types of socioeconomic systems, including early communes, slave societies, feudal societies, and capitalist societies. The course will emphasize relationships between Europe, Africa, the Americas, and Asia, with a focus on how the economic interests of the developed Western industrial nations and European capitalism have influenced world events.

SSI 103 - U.S. HISTORY I 3 CREDITS

Prerequisite: ENG 101

History I addresses U.S. History from the time of the European invasion to the U.S. Civil War. The course examines problems and interrelationships of African slaves, European invaders and immigrants, and native American inhabitants.

SSI 105 - U.S. HISTORY II 3 CREDITS

Prerequisite or Corequisite: ENG 101

This course presents an overview of American History since the Civil War. Focusing on the myth or reality of the "American Dream," students will examine the history and sociopolitical implications of the industrial revolution, urbanization, immigration, racism, and the development of the United States as a major imperial power, as well as current inequalities and issues within the United States.

SSI 110 - HISTORY OF BOSTON WORKING PEOPLE 3

CREDITS

Prerequisite: ENG 091

This course offers an overview of the United States labor history, with an emphasis on the issue of working people in Boston neighborhoods. Topics include an examination of prejudice and racism among Boston working people, the problems of immigrant populations, and the changing role of women in the workforce.

SSI 111 - BLACK STUDIES I 3 CREDITS

Prerequisite: ENG 101

This course examines both the immense diversity and the common origins of African descendants in South, North, and Central America and the Caribbean. Emphasis will be placed on recounting American history (North, Central, and South) and conceptualizing the essential features of the American hemisphere in order to establish the intellectual and academic environment within which students can learn their own history.

SSI 112 - BLACK STUDIES II 3 CREDITS

Prerequisite: ENG 101

As a continuation of Black Studies I, this course focuses on the history and achievements of African Americans from the time of Reconstruction to the present. Students will gain an appreciation for the vast contributions and accomplishments of African Americans, and by examining the theory of underdevelopment, students will come to understand how the social and economic exploitation of one group by another has influenced the body of knowledge about African Americans in American history and culture.

SSI 113 - CARIBBEAN HISTORY 3 CREDITS

Prerequisite or Corequisite: ENG 101

This course provides an introduction to the political, economic, and sociological history of the Caribbean region from prehistoric times to present. Topics discussed in depth include revolutionary and urban guerrilla movements, the forces of neocolonialism and racism, and the American role as an agent of economic disintegration in the Caribbean.

SSI 114 - LATIN AMERICAN HISTORY I 3 CREDITS

Prerequisite: ENG 091

This course provides an introduction to the political, economic, and socio-cultural history of Latin America from prehistoric times to 1821. It includes an in-depth study of the American Indian cultures and the European conquest and colonization.

SSI 115 - HIST. HISPANOAMER II 3 CREDITS

Prerequisite: ENG 091

This course provides an examination of the independence movements in Latin America with emphasis on the establishments of the republics, their revolution and present day society. Revolutionary and urban guerrilla movements will be studies in depth, as well as the forces of neocolonialism, racial tension and disintegration. The role of the United States as an agent of political/economic disintegration will be fully appraised.

SSI 117 - COMPARATIVE SLAVERY 3 CREDITS

Prerequisite: ENG 101

The focus of this course is an examination of the comparative literature and historiography of slavery with an emphasis on slave regimes found in North, South and Central America.

SSI 118 - PRINCIPLES OF POLITICAL SCIENCE 3 CREDITS

This course surveys the theory and practice of politics and its organizational structure in society. Topics include the nature of political power and influence; the role of ideology; constitutions and other law as the basis for legitimate political authority; legislative, judicial, and executive functions of government; foreign policies and international politics; political parties and other interest groups; elections and other forms of political participation.

SSI 119 - INTRO/US GOVT & POL 3 CREDITS

Prerequisite or Corequisite: ENG 101

This course examines the interaction of the United States government, businesses, and other interest groups that shape the American political system. Discussion will focus on three major questions: who governs the United States, how is it governed, and what are the possibilities for change? A traditional approach to understanding United States government will be augmented by the pluralist view and radical critique.

SSI 120 - STATE & LOCAL POLITICS 4 CREDITS

This course examines issues of group conflict, community leadership, influence, and decision making at the state and local levels of the United States government. Boston politics will be used as a case study. Students enrolled in

this course are required to participate in an internship field experience (at least 4 hours per week) with city or state government officials.

SSI 122 - GENERAL PSYCHOLOGY 3 CREDITS

Prerequisite or Corequisite: ENG 101

In this course students will be introduced to major and selected minor schools of psychology. Topics include the history of psychology, learning, motivation, emotion, perception, and personality development.

SSI 123 - INTRODUCTION TO SOCIOLOGY 3 CREDITS

Prerequisite: ENG 101

This course introduces students to the basic theories, concepts, and research methods of society and social systems. Topics include culture, socialization, social stratification, urbanization, modernization, and social change.

SSI 124 - INTRO CULT ANTHROPOLOGY 3 CREDITS

Prerequisite: ENG 101 and at least one other Social Science course.

A comparative study of different cultures and their learned behaviors. Kinship and family, language and cultural meaning, gender, sexuality, sexual behavior, war and violence, religion, work, education, and socialization will be studied in this course. Students will compare and contrast these different elements in order to gain insight into and appreciation of their own cultural background and the cultural backgrounds of others. Students are introduced to ethnographic research methods.

SSI 130 - INTRODUCTION TO GEOGRAPHY 3 CREDITS

Prerequisite: ENG 101 or Concurrent

This course introduces the basic principles, concepts, and methods utilized in the discipline of Geography and a regional geographic approach to understanding our world. Students will gain a holistic approach to understanding earth's peoples, places, and processes. The impact of physical geography, climate, ecology, culture, politics, history, and economics on the regions of the globe and on human settlement and activity patterns will be discussed. Students will develop an appreciation for the fascinating, complex, and diverse connections among the world's peoples, environments and places. The exploitation of earth's resources with a view toward maintenance, restoration and promoting equitable and sustainable growth will be emphasized.

SSI 178 - MODERN AFRICAN HISTORY 3 CREDITS

This course focuses on the historical and social conditions that gave rise to African underdevelopment. Issues addressed include economic imperialism and colonialism in Africa and the extent to which these forces influenced the course of African underdevelopment.

SSI 181 - THE HISTORY OF ROXBURY 3 CREDITS

Prerequisite: ENG 101

This course is an introduction to the history of Roxbury, Massachusetts. The class will explore Roxbury from the 17th century colonial history to its suburbanization in the 19th century, through its rich Irish, African, and Jewish heritage in the 19th and 20th centuries, to its present-day struggles to achieve both social justice and economic and political equality. The class will visit important sites in Roxbury's history, including several trolley tours. Successful completion of the course for credit will include the submission of a research paper about a Roxbury historical site or event.

SSI 200 - PSYCH AND WOMAN 3 CREDITS

Prerequisite: ENG 101

This course examines the psychological theories specifically related to women, with an emphasis on biological, environmental and sociocultural perspectives. Special attention is given to the issues and concerns of women throughout various stages of life.

SSI 201 - ADV TPCS/GEN PSYCH 3 CREDITS

Prerequisite: SSI 122

Students enrolled in this course will examine the interaction of the social and physiological foundation of behavior. Topics covered in this course illustrate the dynamics of these two interrelated components.

SSI 202 - ABNORMAL PSYCHOLOGY 3 CREDITS

Prerequisite: ENG 101 and SSI 122

Abnormal Psychology is a study of a wide range of psychological disorders. Topics include significant research and theories relating to psychological disorders, with an emphasis on the development of symptoms and on a variety of psychotherapeutic treatment modalities.

SSI 203 - PSYCH OF RACISM/US 3 CREDITS

Prerequisite: ENG 101

This course examines the mental and behavioral characteristics of racism. The course seeks to uncover the roots racism and discuss how racism perpetuates social, economic and political domination. Students will explore ideas to counteract and eliminate racism in our society.

SSI 204 - ADULT DEV & AGING 3 CREDITS

Prerequisite: ENG 101

An examination of the physiological and psychological changes that occur in individuals as they proceed through the natural process of aging is the central theme of this course. Students will survey research methodologies, developmental principles and theoretical to the process of aging with a focus on the origin and nature of individual changes in adulthood and old people.

SSI 205 - HUMAN RELATIONS 3 CREDITS

Prerequisite: ENG 101

This course is designed to increase understanding about the process of negotiation and crisis intervention in international conflict by studying the foreign policies of various sovereign states and learning about the constraints face by policy makers. The course will strive to acquaint students with a broad range of theoretical approaches to international relations.

SSI 207 - MONEY & BANKING 3 CREDITS

Prerequisite: MAT 101 Eligible and ENG 101.

This course provides an in-depth study of monetary theory and policies and their effect on the banking system of the United States. The course focuses on the Federal Reserve System and looks briefly at the International Monetary Fund (IMF) and the World Bank and their effect on the Third World, consumer credit, and minority banking.

SSI 208 - INTRO/SOC SCI RESRCH 3 CREDITS

This course introduces the basic techniques and skills of the social sciences through an interdisciplinary, topical approach. Skills practiced include case study and qualitative and quantitative research. Topics include ethnography, statistics, construction and interpretation of questionnaires, interviewing, social observation, historical cause and effect, social analysis, formulating social science hypotheses, identifying variables, conducting controlled experiments, and interpreting experimental findings.

SSI 209 - HUMAN GROWTH AND DEVELOPMENT 3 CREDITS

Prerequisite: ENG 101 or ENG 102

Life span development is the term used to describe the biological, cognitive, social, and psychological changes that take place as humans grow from the prenatal stage through birth, infancy, childhood, adolescence, and adulthood and move toward death. Students enrolled in this course will explore both the historical views and contemporary approaches to life span development as they trace human growth from a single-celled organism to the complex interaction of elements that shape adult behavior.

SSI 210 - INTRO INTL RELATIONS 3 CREDITS

Prerequisite: ENG 101

This course is designed to increase understanding about the process of negotiation and crisis intervention in international conflict by studying the foreign policies of various sovereign states and learning about the constraints faced by policy-makers. The course will also strive to acquaint students with a broad range of theoretical approaches to international relations.

SSI 212 - URBAN SOCIOLOGY 3 CREDITS

Prerequisite: ENG 101 eligible

An in-depth examination of the complex sociological issues of urban areas is the unifying theme of this course. Students will investigate the sociocultural, political, and economic forces that give definition to many problems facing today's urban communities.

SSI 221 - ECONOMICS I (MICRO) 3 CREDITS

Prerequisite: ENG 101

This course introduces students to micro-economic theory, with an emphasis on the U.S. economic system. Topics include a comparison of the neoclassical theories of marginal utility and marginal productivity with the Marxist theories of labor value and surplus value. Students will examine the growth of monopolies and government response to monopolies, the distribution of wealth and income, poverty, and the economic origins and implications of racism. (Fulfills Social Science requirement.)

SSI 222 - ECONOMICS II (MACRO) 3 CREDITS

Prerequisite: ENG 101

This course introduces students to macro-economic theory, with an emphasis on the concepts of unemployment, inflation, and growth in capitalist and non-capitalist economic systems. Students will explore the "boom and bust" cycle from both Keynesian and Marxist points of view, and will briefly examine the issues of underdevelopment and international trade from the neoclassical and Marxist points of view. This course fulfills the social science requirement.

SSI 223 - URBAN ECONOMICS 3 CREDITS

Prerequisite: ENG 101

Students enrolled in this course will examine problems of urban economics, such as poverty, discrimination, housing, education, health, transportation, and crime, using Boston (especially the Roxbury and Dorchester neighborhoods) as a case study. Additional topics include a brief overview of urban location theory and an examination of conservative, liberal, radical, and Black Nationalist economic theories in relation to the identification and solution of economic problems. The issues and problems of specific topics such as housing will be explored in class.

SSI 230 - COMMUNITY ORGANIZING 3 CREDITS

Prerequisite: ENG 101 Eligible

Topics included in this course are theories of community organizing; assessment and use of various organizing styles and campaigns to fit specific cultural and situational needs; analysis of economic, social, and ethnic interests; targeting different constituencies; strategizing, developing and meeting time-lines; fund raising; coalition building; and leadership skills development. Students are required to apply community organizing skills in an actual community organization.

SSI 231 - LABOR UNIONS & ORGAN 3 CREDITS

Prerequisite: ENG 091

This course provides an overview of labor and work issues and the role of unions in the workplace, with the focus on union relationships with Black and Hispanic constituents in Boston. Media materials, guest speakers, and the student's own experience provide the topics for classroom discussion.

SI 290 - HONORS COLLOQUIUM 3 CREDITS

Prerequisite: ENG 101 and Permission of the Program Coordinator.

To give students a relevant and "authentic task"—a real world problem or challenge [such as health care inequality within poor urban communities]—that they, as a team and as individuals, must explore and solve with cross-disciplinary thinking. Instruction will be filtered through this authentic task with students seeing what they are learning and why they are learning. Students will complete a project that they will present publicly at the end of the semester. It is noted that the project could be completed by the whole class, or groups of students working on individual projects.

SSI 298 - SOCIAL SCIENCE INTERNSHIP 3 CREDITS

Prerequisites: Permission of Program/Internship Coordinator

This three-credit course is designed for students to gain hands-on experience in a work setting related to their career interest. Students must develop a resume, cover letter and references prior to placement. Students are required to

complete 150 hours (minimum of 10 hours per week), assigned readings, a mid-term project and a final project that will include an oral presentation. Students currently employed in their program of study may be eligible to combine the internship with their employment.

Statement of Publication

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